

GRAND SQUARE AD COORDINATOR – DUTIES

- One month prior to the deadline, re-send ad from “posted” version of previous issue to each club and outside ad maker with a reminder to use it as a starting point or template for the next ad.
- Receive all club and other ads by email, check for accuracy, and forward them to the Editor in Chief.
- Contact ad makers who have not submitted their ads by the deadline.
- Request that each ad has the following properties:

Width: exactly 5 inches

Height: 7 ³/₄ inches (full-page)

Height: 3 ³/₄ (half-page)

The Editor in Chief will make any necessary adjustments to the source materials.

- If an ad is sent as a PDF or other non-editable format, contact the ad maker to request a compatible Word or MS Publisher version if possible. In some cases, it may be necessary to accept other formats.
- The fee for creating ad from rough copy, flyer, paper copy, or non-editable format is \$20.
- Receive final ad back from Editor in Chief and forward it to the originating ad maker and the NNJSDA treasurer (who will follow up with non-receipt of any fees). Sample text:

Hi ____, Your [size]-page ad for [club/organization] will be included in the May 2020 *Grand Square* – thank you! The final version is attached and can be used as a template to update for your next ad. The ad fee is \$__ payable to “NNJSDA.” Please ask your treasurer to note “Grand Square – [club/organization name]” on the check and mail it to our treasurer:
David Tien, 506 Glen Ridge Dr. South, Bridgewater, NJ 08807.

- Send *GS* Editor a list of all ads/sizes, including mailing addresses for non-NNJSDA advertisers; they will receive one or more complimentary copies of the issue in which their ad appears. Recommend how many would be appropriate for each advertiser, if known.