MASS MoCA

July 9, 2019
Fall 2019 Program Contract

Contact Information (please print)

Company Name: _____

Address: _____

City/State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Signature: _____ Date: _____

Payment information:

o Check enclosed (made out to MASS MoCA)

o Charge credit card: Card number_____ Exp. Date _____

How will we receive the artwork?
o by e-mail   o design by MASS MoCA
                      (Additional $250 fee)

Size	Dimensions	Full Color
○ 1/8 page	2.815"w × 1.97"h	$300
○ 1/4 page	2.815"w × 4.065"h	$475
○ 1/2 page	5.75"w × 4.065"h	$850
○ Full page, full bleed*	6.245"w × 8.75"h (includes bleeds)	$1,500

*Program trim size is 6" x 8.5". Keep live matter .125" from edge.

Reservations and payment due by Tuesday, July 23, 2019

Materials due by Tuesday, July 30, 2019

**Send all materials and payment to MASS MoCA at the address below, email
program@massmoca.org, or fax to 413.663.8548.**

Program Sponsorship Guide
To ensure that your design looks good and neatly fits our layout, please follow our detailed file preparation guidelines. This production guide is written for individuals with previous design experience.

Questions? Contact Patrick Fecher at pfecher@massmoca.org or 413.664.4481 x8111.

Sizes

Size	Shape	Dimensions
1/8 page	square	2.815"w × 1.97"h
1/4 page	vertical	2.815"w × 4.065"h
1/2 page	vertical	5.75"w × 4.065"h
Full page	with bleed	6.245"w × 8.75"h

Supported Formats

Strongly preferred
Adobe Acrobat PDF

Also accepted:
InDesign
Adobe Illustrator EPS
Adobe Photoshop TIFF or JPG (350 dpi)

Accepted Media

We prefer digital files submitted via email attachment.

Guide to Preparing Documents

To send files:
Adobe Acrobat PDF
Use the Press Optimized settings for Adobe Distiller. Do not use Screen Optimized.

InDesign
Please export completed file as a high-quality print PDF as described above.

Adobe Illustrator EPS
Include all fonts or convert to outlines before saving. Embed all placed images, or include images with EPS file.

Adobe Photoshop TIFF or JPG
Save B&W line art at 800ppi. Save with tone images as 350ppi (min.) gray scale TIFFs (w/LZW on).

Other Guidelines

Fonts
Use only postscript (not truetype) fonts. Whenever possible, convert fonts to outlines in InDesign and Illustrator. Minimum type size: 6 point.

File Names
Please include establishment name in the file name.