

DMC Sponsorship Email Blast Template

- Contact email address – email blast proof will be sent for approval (by the business day prior to send date)
- Logo – vector format preferred (.eps, .ai, .svg), jpeg or tiff format: minimum 600 pixels wide
- Photos – jpeg or tiff format: minimum 300 pixels wide (600 pixel width preferred)
- Subject Lines – maximum character count for each: 65 INCLUDING SPACES
- Paragraphs – maximum character count for each: 500 INCLUDING SPACES including information below
- Displayed organization name
- Organization Home web page URL
- Ad Web page link(s) (if different than Home page)
- Optional:
 - Email
 - Phone
- Contact Katie Zicht to discuss date selection at 937-426-2808 or kzicht@utcd Dayton.com . Dates available are non-holiday weekdays that have not been previously selected.*
 - Pre-Date – select between January 2 - November 28*
 - Post-Date – select between December 10 - December 21*

*Deadline for art/information is 1 WEEK PRIOR to each send date. If incomplete information is submitted, the send date could be jeopardized.

**UTC reserves the right to reformat/enhance the layout.

Pre Example:

Organization Spotlight: **Visit us at booth #0000**

Logo

photo

www.ABCcompany.com
ABC Company Name
tel: 555.555.1234

Post Example:

Logo

www.ABCcompany.com
ABC Company Name
tel: 555.555.1234

photo