

# 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 Elise Timmerman at [etimmerman@utcd Dayton.com](mailto:etimmerman@utcd Dayton.com) or Katie Zicht at [kzicht@utcd Dayton.com](mailto:kzicht@utcd Dayton.com) to discuss date selection. Dates available are non-holiday weekdays that have not been previously selected.\*

- Pre-Date – select between January 2 - November 24\*
- Post-Date – select between December 14 - December 22\*

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

Please send artwork to Kris Kaiser at [kkaiser@utcd Dayton.com](mailto:kkaiser@utcd Dayton.com).

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

## Pre Example:



### Organization Spotlight:

#### Visit us at booth #0000



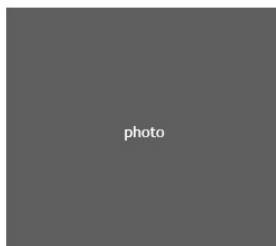
Logo

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[www.ABCcompany.com](http://www.ABCcompany.com)

ABC Company Name

tel: 555.555.1234



photo

## Post Example:



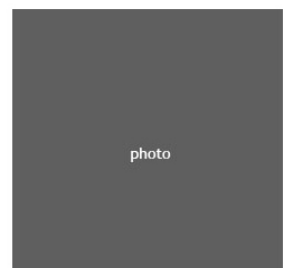
Logo

[www.ABCcompany.com](http://www.ABCcompany.com)

ABC Company Name

tel: 555.555.1234

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photo