

BETMAR COMMUNICATIONS

Guidelines for Tickets, Flyers, Programs & Special Projects

Request Form

Please use the blue request forms. They are in a box on the outer door of the Communications Office. If someone is in the office we will be glad to assist you in completing the form. Be sure to include a contact person and phone number.

Lead Time

Allow as much lead time as possible. As soon as you are sure of the date of your event you can submit a request. **Two weeks** is the minimum amount of time it takes to design, print and fold or cut your project.

Information Needed

Condense the information. Be sure to include:

- The title of your event
- Club sponsoring the event
- Date, time and location
- Donation cost

For Tickets be sure to tell us the number of tickets you need and whether they should be numbered

Design Ideas

- If you have a special logo or photo you want included on the item be sure to give us a copy.
- Describe your project, especially if you are looking for some particular design. You can use the back of the form. Often you can alter the dates and times on a request from the previous year.
- If you have designed the project yourself we can assist you in printing it. Save the project to a file and copy it onto a CD, Floppy Disk or Thumb Drive. You may also send it to us by e-mail (betcomm5@yahoo.com) or print a copy for us to scan.
- We can read files from:
MS Word – Word Perfect – MS Publisher – Print Shop – Label Maker
If you use greeting card software we may not be able to open your file.

Club Approval

In order to insure accuracy and your satisfaction with our designs, we will call the contact person listed on the request for approval. We ask that you check that the information is correct, readable and the design is acceptable. Once we have club approval we will print the project and notify the contact person that it is ready. Completed projects (except tickets) will be placed on the shelf behind the door in the outer office. Tickets must be picked up in person.