

Plexus Advertisement Policy for Component Ads

Free advertising of your event is available in the Component Corner section of *Plexus* magazine. *Plexus* is a bi-monthly publication and is distributed in the months of January, March, May, July, September, and November of each year. Due to space limitations, please use the following guidelines when submitting your ad.

- Submit your ad in a Word document (**50-word maximum**). In Word, go to Tools then Word Count to view your total word count at any point when writing your ad.
- *It is no longer necessary to submit your ad in a 2- by 3-inch textbox*
- No graphics, please
- We will run ads for events that occur within a 2- to 3-month window of when a particular issue comes out, with a maximum run of 2 issues
- Send your ad to Kristin Wall at kwall@ahdionline.org

Please follow the outline below. *Note: It is not necessary to include these headings, simply follow this order when outlining your information.*

Component name:

Event Title:

Date & Time:

Location:

CECs:

Details:

Contact and/or web info:

NOTE: Some members do not receive *Plexus* until the second week of the month. To maximize exposure for your event, be sure to plan ahead and submit your ad for an issue or two prior to your event date. This is especially important if your event falls during the same month as when an issue of *Plexus* comes out. This will enhance the chances of your ad being seen and people having time to plan to attend your event. *For example, if your event is on September 13, be sure to get your ad in the July issue.*

(updated 03/26/08)