



Centreville CIRCULAR

2024 SPACE RESERVATIONS FORM

The *Centreville Circular* is a quarterly direct mail advertising vehicle connecting Centreville residents, businesses, and organizations. Each issue will be delivered to at least 4,300 Centreville homes. 2024 publish (in mail) dates are March 15, May 31, September 4, and November 8.

ALL ADVERTISING DISCOUNTED! Centreville Main Street instituted discounted advertising prices in 2020, and we're sticking to it. We know that it's important to advertise now more than ever, but we also know profit margins are tight or non-existent. Thank you for your tireless efforts!

Deadlines

SPRING ISSUE: In mailboxes on March 15

Space reservations due: February 12
Ad and payment due: February 19

SUMMER ISSUE: In mailboxes on May 31

Space reservations due: April 23
Ad and payment due: April 30

FALL ISSUE: In mailboxes on September 4

Space reservations due: July 30
As and payment due: August 6

WINTER ISSUE: In mailboxes November 8

Space reservations due: September 26
Ad and payment due: October 3

Rates and Sizes (All ads are full color):

Ad Sizes:

Full page	6.5" x 10.55"	\$625.00 Now \$562.50 (13¢ per household)
Half page	6.5" x 5.2"	\$300.00 Now \$270.00 (6¢ per household)
Quarter Page	3.15" x 5.2"	\$165.00 Now \$148.50 (3¢ per household)

Premium Placement:

Front Page	4" x 6.25"	\$350.00 Now \$315.00 (7¢ per household)
Back Page	6.5" x 8"	\$500.00 Now \$450.00 (10¢ per household)

Placement: Ads will be placed first-come; first-served. Premium placement is available on the front and back pages. See above.

Graphic design assistance: Graphic design services are available for an additional cost. Advertisers pay the designers directly. Design fees will be no more than \$75. If you do not have a correctly sized display ad, please resize the ad prior to emailing it to us.

Art requirements: All ads must be high resolution (at least 300 dpi), and submitted as a camera-ready Adobe PDF or jpeg file. [Microsoft Word and Publisher files or improperly sized ads will not be accepted.](#) **Graphic design assistance is available. Please check Yes in the "graphic design needs" section below and return your form. Email completed ads to mainstreet@townofcentreville.org.**

CENTREVILLE CIRCULAR Space Reservations – 2024 Calendar Year

Reserve space by completing this form. *You can reserve one issue at a time, however, we will accept space reservations for the Fall and Winter at the same time since publish dates are so close.* Scan/Email: mainstreet@townofcentreville.org; Deliver/mail: Carol D'Agostino, Centreville Town Hall, 101 Lawyers Row, Centreville, MD 21617; Fax (410) 758-4741. **All ads must be pre-paid.**

Please check issue: Spring (Mailed March 15th) Summer (Mailed May 31st)
 Fall (Mailed Sept. 4th) Winter (Mailed Nov. 8th)

Ad Size: Full page ~~\$625.00~~ \$562.50 Half page ~~\$300.00~~ \$270.00 Quarter page ~~\$165.00~~ \$148.50

Premium Placement (note sizes above): Front Page ~~\$350.00~~ \$315.00 Back Page ~~\$500.00~~ \$450.00

Graphic Design Needs: No. Yes, please ask a graphic designer to contact me. I understand the designer will charge me.

Please make check payable to Town of Centreville, mail/deliver to Centreville Main Street, Attn. Centreville Circular, Town of Centreville, 101 Lawyers Row, Centreville, MD 21617.

Name of Organization/Business _____

Address _____

Contact name _____ Phone number _____

Email address _____ Best time to reach you _____

Make checks payable to: Town of Centreville & put "Centreville Circular" on the memo line. Email, mail or fax completed form to mainstreet@townofcentreville.org. **For information:** Carol D'Agostino at (410) 758-1180, ext. 17 or mainstreet@townofcentreville.org. **The Centreville Circular is produced by Centreville Main Street's Promotion Committee.**