



## Submitting your Logo and Program ads

Thank you for sponsoring the Leading the Charge Awards Luncheon! We want to make sure your logo and program ad look great when we showcase your support for DeKalb Pro Bono. To that end, please follow these submission guidelines for our digital and printed publicity materials.

**All materials should be submitted to [annie@dekalbprobono.org](mailto:annie@dekalbprobono.org) by February 28th.**

### Logo Guidelines

After you confirm your sponsorship please send us your logo. The sooner we receive your logo, the sooner we can recognize your firm for supporting this event. Logos should be in the following formats:

- File types: jpeg or png
- Resolution: High resolution output (300 dpi or greater)

### Program Ad Guidelines

Some sponsorship packages provide an opportunity to include an ad in our event program. Please follow these guidelines when submitting your program ad:

- File types: jpeg, png
- Resolution: High resolution output (300 dpi or greater)
- Size:
  - Full-page ad: Portrait, 7.5in x 10in or 3:4 ratio
  - Half-page ad: Portrait, 7.5in x 5in or 3:2 ratio
  - Quarter-page ad: 3.75in x 5in or 3:4 ratio

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Please note that we may not be able to include logos or program ads that are submitted after the deadline or that are not in a suitable format. In that case, we will include your firm name in text.