

2016 Tumon Bay Music Festival

Program Booklet Advertising Guideline

1. Certain businesses are blocked from being solicited because the Board will be approaching them for corporate sponsorship. Prior to approaching a business, you must log on to the GTB Website (<http://tbmfguam.weebly.com/ad-sales.html>) and reserve your business by filling out the REQUEST FOR COVER LETTER FORM in order to avoid multiple solicitations. One form per business!!! Established relations acknowledged, then first come, first serve.
2. Should the initial solicitor be denied sponsorship, you will be notified based on the order of merit for a chance to re-solicit.
3. 65% of all advertisement sales solicited and collected will be applied to the solicitor. 35% will be used for the production and printing of the program booklets.
4. The Ad Agreement forms must be signed by the advertiser. It will be used to put together the booklet. It must be mail, faxed or hand delivered to GTB, ASAP.
5. Solicitors are responsible for the timely submission of artwork and the collection of payment. Should the GTB be left to collect payment and arrange for ad artwork, the 65% will not be credited to the solicitor.
6. Should a business request a performance of the GTB for their sponsorship, a formal request should be made to the music director via the GTB website prior to entering into such agreement. Performances will be accepted on a case-by-case basis subject to the availability of the GTB.
7. Advertising Artwork Deadlines are not negotiable. Submit all art work to the Art Director or mail it to the address below by February 19, 2016. Late submission of artwork increases the overall cost of the project and reduce the members 65% entitlement.
8. Payments may be mailed to the address below or submitted to the Board Treasurer for proper accounting no later than April 15, 2016.
9. All unused, abandoned travel funds will be absorbed back to the GTBS general account after March 31, 2017.

In order to begin your participation in the 2016 TBMF Ad Sales, send an email to tbmf.admin@gmail.com and include the following verbiage:

“I, (state your name), on behalf of (name of band member), have read the 2016 TBMF Ad Sales guidelines and would like to participate in advertisement sales.

Sincerely,

Name of Parent/Adult Band Member”