



PO Box 427 · 1350 Brush Row Road
 Wilberforce, Ohio 45384
 (937) 376-4944, ext.123
 www.blackmuseums.org

ADVERTISING RATES

ON-LINE JOB POSTINGS

Submit postings to: Shirl Spicer at E-mail: shirl.spicer@ncmail.net. Advertising fees are for the AAAM Website: www.blackmuseums.org

- \$75 per first 100 words, \$.10/word thereafter.
- Listings are good for 30 days and will post online within 48 hrs after receipt of payment. (Postings are renewable and can be billed for each 30 day period they are posted online.)
- Website rates include (one) free listing in *the scrip*, AAAM's quarterly newsletter, when published during the time the position is open.
- Job listings must include complete contact information, including telephone numbers, e-mail and mailing addresses.

PRINTED PUBLICATIONS

- *the scrip* – AAAM Quarterly Newsletter (published January, April, July & October)
- **Conference Programs:** Preliminary Program (April/May), Final Program (August)

Article Submissions to *the scrip*:

AAAM welcomes submissions of articles from members, as well as colleagues across the museum field. Articles will be published in *the scrip*, the quarterly newsletter. Submit all information to: Shirl Spicer at E-mail: shirl.spicer@ncmail.net. Guidelines for submission are listed below:

Topics: Articles which address the work of museum professionals as they related to the varied areas of cultural arts collection, preservation, interpretation and management.

Length: Feature articles: 750 words max. News & Events: 300 words max.

Format: Only electronic copies will be accepted (Microsoft Word, Rich Text Format or Text Document) and double-spaced. All articles should include the name, title and organization of its authors.

Images: Only digital images will be accepted. Color and black and white images are acceptable; though please note that *the scrip* is printed in black and white. Digital images can be sent in .jpg, .tiff, .eps or .pdf formats. Include photo credits. Feature articles are limited to (2) images.

Deadlines:	<u>ISSUE</u>	<u>DUE DATE</u>	<u>ISSUE</u>	<u>DUE DATE</u>
	Spring (April)	February 10	Fall (October)	August 10
	Summer (July)	May 10	Winter (January)	November 10

Advertisements for *the scrip*:

Ads must be received in digital format and can be sent in .jpg, .tiff, .eps or .pdf formats. Advertisement placement space is limited and advertisements will be placed on a first-come, first-serve basis.

<u>Size</u>	<u>Dimensions</u>	<u>Price (Per Issue)</u>	<u>Member / Non-member</u>	
Full page	7 1/2" x 10"		\$100	\$200
½ Page	7 1/2" x 4 7/8"		\$75	\$150
¼ Page	3 1/2" x 5"		\$50	\$100

Conference Program Advertisements

Placement of advertisements is made on a first-come, first-serve basis for the conference programs. The *exterior back cover* of the Final Program is generally reserved for the advertisement of the upcoming Annual Conference.

<u>Placement/Size</u>	<u>Dimensions</u>	<u>Final Program</u>	<u>Member / Non-member</u>	
Inside Front or Back Cover*	7 1/2" x 10"	(Per Insertion)	\$600	\$800
Full page*	7 1/2" x 10"		\$400	\$600
½ Page	7 1/2" x 4 7/8"		\$350	\$500
¼ Page	3 1/2" x 5"		\$250	\$350

*Full bleed available: 8 3/4" x 11 1/4"

ADVERTISING POLICY:

As AAAM utilizes its publications to advance the museum profession and benefit its membership, AAAM reserves the right to reject or cancel advertisements that it deems is not in the best interest of the Association's membership.

- Advertisement orders must be confirmed in writing by specified space closing date(s). Orders received after space reservation deadline will not be published for that issue/publication. Verbal confirmations are not acceptable.
- Artwork must arrive by specified space closing dates. No typesetting or alterations will be done by the printer or AAAM.
- AAAM reserves the right to determine ad placement, although every effort will be made to fulfill ad placement requests.
- Rates quoted are per insertion.
- Payment must be received 30 days after the invoice date.
- No cancellations or changes in advertisement orders will be accepted after the space reservation closing dates. Cancellations must be received in writing prior to the space closing date. Any advertiser canceling advertisements after the closing date must pay the full placement charge.



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ADVERTISING CONTRACT

(Please print)

Organization / Institution

Contact / Title

Mailing Address

City / State / Zipcode

Phone / Fax

E-mail

Web site

AAAM Member (AAAM ID# _____)

Non-member

PUBLICATIONS:

(QUARTERLY NEWSLETTER: *the scrip*)

- Winter Issue (January)
- Spring Issue (April)
- Summer Issue (July)
- Fall Issue (October)

Ad Size:

- Full page
- 1/2 page
- 1/4 page

(ANNUAL CONFERENCE PROGRAM)

Ad Size/Placement:

- Full page
- 1/2 page
- 1/4 page
- Inside Front Cover
- Inside Back Cover

ON-LINE JOB POSTINGS:

Postings to the website are renewable and can be billed for each 30 day period they are posted. Check one:

- 30 days
- 60 days

AD IMAGE/TEXT FILE DELIVERY:

- Artwork/Text File attached
- Artwork/Text File to come by deadline
- Repeat from previous publication:
(Name/Month-Year _____)

FREQUENCY RATE:

(Please circle) 1x 2x 3x 4x

Sub-total Cost \$ _____
(Per insertion)

Total Cost \$ _____
(For all insertions)

Payment type:

(An invoice will be sent upon receipt of this contract.)

- Check/M.O. is enclosed (payable to **AAAM**)
- Purchase Order (Payment due 30 days after the invoice date)
- Charge my credit card: Visa MasterCard

Account No. / Exp. Date

Signature

Please return to:

AAAM
ATTN: William Billingsley
P.O. Box 427
Wilberforce, OH 45384

FAX: (937) 376-2007

OFFICE USE ONLY: Invoice # _____ Check # _____ Amount \$ _____ Date Rcvd: _____ Date Posted: _____