

Instructions to Ford artists placing ads in L.A. Weekly:

- 1) If you have **QUESTIONS** about ad sizes or rates (remember you get 25% off), call the Ford's rep at the L.A. Weekly – **John Hill, 310-574-7338, jhill@laweekly.com**
- 2) Complete the **insertion order** below and email to **communications@arts.lacounty.gov**. **Kim Glann** will send your insertion order to John Hill. [The cost of the ad(s) is subtracted from your settlement; The Ford pays the bill from the L.A. Weekly.]
- 3) Prepare and send the **artwork** for your ad to the **L.A. Weekly**. Please provide camera ready art in pdf or jpg format, 300 dpi, and **upload it to <http://ads.laweekly.com>**. Fill in all appropriate information on the form and make sure to list John Hill as your "Rep Name." Ads should be sent to LA Weekly by Monday, 6pm, prior to Thursday's publication.

L.A. COUNTY ARTS COMMISSION

AD INSERTION

CLIENT: (name of your organization)

PUBLICATION: L.A. Weekly

SECTION OF L.A. WEEKLY: (Stage, Concerts, Dance, Classical, etc)

HEADLINE:

AD SIZE:

DATE(S) AD RUNS:

PRICE PER AD: \$

Total payment \$

ANY SPECIAL INSTRUCTIONS FOR L.A. WEEKLY: