



**Department of Theatre and Dance**

Minnesota State University, Mankato  
201 Earley Center for Performing Arts  
Mankato, MN 56001  
507-389-6663

**Advertising Contract / Invoice**

Advertiser: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Date: \_\_\_\_\_

☐ Repeat Advertiser      ☐ New Advertiser

☐ Include company logo      ☐ Logo provided

Ad(s) Cost ..... \$ \_\_\_\_\_

☐ Paid in Full ..... \$ \_\_\_\_\_

**Payment to be complete**

**on or before October 1, \_\_\_\_\_ .**

**Ad Size:**

☐ Full Page ..... 4 3/4" W X 7 3/4" H

☐ 1/2 Page ..... 4 3/4" W X 3 3/4" H

☐ 1/4 Page Horizontal ..... 4 3/4" W X 1 3/4" H

☐ 1/4 Page Vertical ..... 2 1/4" W X 3 3/4" H

☐ 1/8 Page ..... 2 1/4" W X 1 3/4" H

**Advertising Copy**

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1. No Proofs will be furnished unless requested.
2. Upon completion, one copy of playbill will be sent to each advertiser.
3. The advertiser must have ad space **paid in full** by October 1, \_\_\_\_\_, or make special arrangements for payment or ad will not be printed in playbill as agreed.
4. Cancellations: Ads cannot be cancelled unless advertiser assumes all typesetting and layout costs incurred prior to the time of cancellation and mutually agreed with Department of Theatre and Dance.

**Agreed to and Signed by:** \_\_\_\_\_

**Department of Theatre and Dance Representative:** \_\_\_\_\_

**Make checks payable to MSU Theatre**

**White – MSU Business Office**

**Yellow – Theatre and Dance**

**Pink – Printer**

**Gold – Advertiser**

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This document is available in alternative format to individuals with disabilities by calling the Department of Theatre & Dance at (507) 389-2118 (V) or (800) 627-3529 (MRS/TTY).