



# Free Promo Ad Form

## Promotional Ad Guidelines

1. This form must be completed and dropped off or mailed to any of The Daily Journal offices:  
8 Dearborn Square, Kankakee, IL 60901; 1180 N. Convent, Bourbonnais, IL 60914; 47 W. 2nd. St., Manteno, IL 60950; 104 W. Main St., Peotone, IL 60468. This form may also be faxed to 815.937.3301.
2. This form must be received 2 weeks before the event or 2 weeks before the end of ticket sales for the event.
3. You may also submit a picture and/or logo to be included in the ad. Photos/logos can be attached to this form when dropped off or mailed or they can be e-mailed to [freepromoad@daily-journal.com](mailto:freepromoad@daily-journal.com) (only PDFs and JPEGs accepted).
4. Ad will appear as a 2 columns x 5 inches. There is no guarantee of page and placement, but typically ads appear in Thursday's edition of The Daily Journal. Ads are only proofread by The Daily Journal staff.
6. The Daily Journal will be listed as a sponsor on the bottom of the ad.
7. Ad may run additional times at 50% off of the church/charity rate (please ask for a price quote).

Name of Organization or Private Party (Must be not-for-profit) \_\_\_\_\_

Type of Event \_\_\_\_\_

Must be fundraising event with proceeds benefiting a charitable cause.

Who Will Benefit From This Event? \_\_\_\_\_

Date/Time of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Is There a Deadline for the Purchase of Tickets or Reservations? If so, When? \_\_\_\_\_

Where Can Tickets Be Purchased? \_\_\_\_\_

Cost of Tickets? \_\_\_\_\_

(If There is a Breakdown Cost for Youth or Seniors, please include)

Private fund-raisers must have a trust at a bank established in order to qualify.

Name of bank that holds the trust \_\_\_\_\_

Person Authorizing This Request \_\_\_\_\_

Organization's Address \_\_\_\_\_

Contact Person's Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Fax Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Check All That Apply:

Logo Attached  Photo Attached

(You may also e-mail these files to [freepromoad@daily-journal.com](mailto:freepromoad@daily-journal.com). Only PDFs and JPEGs accepted)

OFFICIAL  
USE ONLY

Ad Run Date: \_\_\_\_\_ Date Material Received \_\_\_\_\_

Tracked by \_\_\_\_\_ Approved by \_\_\_\_\_