

LAVA ACADEMY MEDIA GUIDE INSTRUCTIONS

1. Fill out the Sign-Up form completely for each sponsor.
 - A. Make sure they check which ad size & media guide they want their ad in;
 - B. YOU MUST make sure and fill out the Player Name, Club, and Team at the bottom or we will not be able to track the sale and apply it to your account.
2. Get the ad on disc, paper, or business card at the time you collect the check. If they prefer to email their ad, send to lavamedia@lavacademy.com right away, with players name, club, and team on email (Must have this information on email or no credit can be matched to the player).

Please do not submit money without an ad or vice-versa.

3. If needed, fill in the information on the advertisement receipt form and give to the sponsor.
4. If sponsor is using a business card for the ad, please write the players name on the back of the business cards.
5. DO NOT STAPLE BUSINESS CARDS TO AD FORMS.
6. SUBMIT FORM & MONEY: Place each order in a separate envelope. Place the order form along with the business card or the ad in the envelope to turn in. It is safest to staple the check to the order form. Place each envelope order into one large manila type envelope to turn in.
7. All ads and money must be turned in NO LATER than January 15 of the current club season. Expected production and distribution by April 1st. NO EXCEPTIONS
8. Please turn in your envelopes with the forms and money to your team mom/parent.

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