

# NEW ORLEANS MEETING PLANNERS

## Formatted Ad Form - Half Page

Please fill out all highlighted fields. Fields have character-count limitations.

### 1. BUSINESS CONTACT INFORMATION

Property name:

Website address: *www*.

E-mail address:

Phone: Sales number: Toll-Free:

Street address:

Zip: Location:

#### Accommodations Advertisers Only:

Total Rooms/Suites: /

Largest Meeting Space (Sq. Ft.)

#### Venues & Restaurant Advertisers Only:

Venue/Facility Buyout: Yes No

Largest Meeting Space (Sq. Ft.)

### GRAPHICS REQUIREMENTS

(Please provide as an e-mail attachment)

#### PHOTO

**Quantity:** 1 to 2 images

**Size:** 6" x 4" - (landscape/minimum size)

**Resolution:** 300 dpi

**Format:** TIF or JPG (PNG not accepted)

#### LOGO

**Vector (preferred):** Any size

**Formats accepted:** EPS / PDF / AI

or **Raster:** Size: 2"(w) x 1"(h)

**Resolution:** 300 dpi

**Format:** TIF or JPG (PNG not accepted)

**2. DESCRIPTION:** Recommendations for the most effective advertisement: Meeting Planners are looking for practical and relevant information. Please type body copy below (475 characters limit).

### 3. PLEASE PICK AN OPTION: OPTION 1 OPTION 2

(Option 1 = Up to 7 room charts and you can include features or a review / Option 2 = 8 to 14 room charts and no room for additional text)

#### OPTION 1

**ROOM CAPACITY CHART:** Up to 7 rooms will be listed. Please fill out the highlighted fields. If certain information doesn't apply, leave those fields blank.

Room Name	Dimensions	Ceiling Height	Sq. Ft.	Theater Capacity	Reception Capacity	Banquet Capacity	Classroom Capacity
	X						
	X						
	X						
	X						
	X						
	X						
	X						

**PICK ONE OPTION FOR ADDITIONAL TEXT TO BE INCLUDED: REVIEW**

**REVIEW:**  
Enter review text (250 characters limit):

Name:  
Title:  
Company:

**FEATURES**

**FEATURES:**  
Enter features in **bullet point** format (300 characters limit):

#### OPTION 2

**ROOM CAPACITY CHART:** Up to 14 rooms will be listed. Please fill out the highlighted fields. If certain information doesn't apply, leave those fields blank.

Room Name	Dimensions	Ceiling Height	Sq. Ft.	Theater Capacity	Reception Capacity	Banquet Capacity	Classroom Capacity
	X						
	X						
	X						
	X						
	X						
	X						
	X						
	X						
	X						
	X						
	X						
	X						
	X						
	X						
	X						

When form is completed click on 'Submit Form' button. Don't forget to include your attachments.

**QUESTIONS?** Contact Cynthia Hazell via email: [cynthia.hazell@milespartnership.com](mailto:cynthia.hazell@milespartnership.com)

Need to Start Over?