

NEW ORLEANS MEETING PLANNERS

Formatted Ad Form - Two Page Spread

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.)

2. DESCRIPTION

Recommendations for the most effective advertisement: Meeting Planners are looking for practical and relevant information. Please type body copy below *(1000 characters limit)*.

3. REVIEWS: Enter review text below *(275 characters limit)*:

Name:
Title:
Company:

4. FEATURES: Enter features in **bullet point** format *(450 characters limit)*:

5. ROOM CAPACITY CHART

Up to 80 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						
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GRAPHICS REQUIREMENTS

(Please provide as an e-mail attachment)

PHOTO

Quantity: 1 to 4 images
Size: 5" x 7" - (portrait/minimum size)
Resolution: 300 dpi
Format: TIF or JPG **(PNG not accepted)**

LOGO

Vector (preferred): Any size
Formats accepted: EPS / PDF / AI
 or **Rastor:** **Size:** 2"(w) x 1"(h)
Resolution: 300 dpi
Format: TIF or JPG **(PNG not accepted)**

FLOOR PLAN

Quantity: 1 to 4 floor plans
Vector (preferred): Any size
Formats accepted: EPS / PDF / AI
 or **Rastor:** **Size:** 6"(w) x 4"(h)
Resolution: 300 dpi
Format: TIF or JPG **(PNG not accepted)**

Room Name	Dimensions	Ceiling Height	Sq. Ft.	Theater Capacity	Reception Capacity	Banquet Capacity	Classroom Capacity
	X						
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When form is completed click on ‘Submit Form’ button. Don’t forget to include your attachments.

GOT QUESTIONS? Contact Cynthia Hazell via email: cynthia.hazell@milespartnership.com

Need to Start Over?