Spectra Graphic Advertisement Submission Form

AD SUBMITTED BY

Name: Telephone:

Email Address: Departmental Membership Number:

AD INFORMATION

A) Ad Type

☐ Print Only ☐ Print & Online Career Center

B) Duration

1) Number of issues advertisement should appear

Please list specific month(s) graphic ad should appear:

2) If also placing Graphic Ad on the Online Career Center: Number of days to appear on the online Career Center ($50 for the first 30 days, $1 for each additional day)

C) Hiring Institution's Policies on Benefits (All position announcements must include one of the domestic partner benefits policies **and** one of the spousal benefits policies options provided below.)

Domestic Partner Benefits

☐ This institution offers benefits to different sex domestic partners and not to same-sex domestic partners

☐ This institution offers benefits to same-sex domestic partners and not to different-sex domestic partners

☐ This institution offers benefits to same-sex and to different sex domestic partners

☐ This institution does not offer benefits to domestic partners

☐ This institution chooses not to disclose its domestic partner benefits policy

Spousal Benefits

☐ This institution offers benefits to spouses

☐ This institution does not offer spousal benefits

☐ This institution chooses not to disclose its spousal benefits policy

IMPORTANT: Please note that your response will appear with your online/print position advertisement if we are preparing it for you. If you are preparing the graphic ad, please include your domestic partner benefits policy and spousal benefits policy with your EOE statement.

D) AD SIZE (CHECK ONLY ONE)

	Single Issue		Multi Issue (cost per issue)	
	Non-Member	Member	Non-Member	Member
Quarter Page	☐ $1,000	☐ $750	☐ $750	☐ $650
Half Page	☐ $1,900	☐ $1,650	☐ $1,650	☐ $1,500
Single Column	☐ $1,200	☐ $950	☐ $950	☐ $850
Full Page	☐ $2,800	☐ $2,550	☐ $2,550	☐ $2,300

E) REFORMATTING

An additional formatting fee of $***100*** will be assessed for ads not submitted in one of the required formats (.tif, .eps, .jpg, pdf).

☐ $100

F) PAYMENT CALCULATION (only fill in the lines that apply)

1) Number of Issues (Line B1) **x** Ad Size/Member Type (Section D) =

2) Online Career Center Placement $50 **+** ($1 **x** (Number of days over 30)) =

3) Reformatting (required if not submitted in listed formats) $100

Total

Payment Information

PAYMENT TYPE: ☐ Check (enclosed) ☐ Phone

Please call the NCA National Office to make a credit card payment over the phone at (202) 464-4622. Or, you can mail a check payable to the National Communication Association. Please note on the check that it is for payment of a *Spectra* advertisement and mail to:

National Communication Association
1765 N Street NW
Washington, DC 20036

How to submit

Send graphic files and a copy of this completed form as email attachments to: spectra@natcom.org.