All content will be provided. Most images will be provided, but the designer will likely be asked to create a logo and should expect each of the below pieces to have a consistent look and feel.

**INVITATIONS & ENVELOPES**
Invitation Specs: 3"x5" invitations
Envelope Specs: 3.25"x5.25" envelopes
(Designers will only have to add a return address and possibly permit number to envelopes)
Archive CD provided to client.

**NEWSPAPER ADS**
Ad Specs: Design four black-and-white versions of ad to fit the following sizes: 3.733" x 3"; 5.5"x8"; 4.75"x6.25"; 4.75" x 6.25"
Designer will manage deadlines and submit to the appropriate person by the due date. (Client will provide deadline schedule and contact information for each newspaper.)
PDF proof to client.
Archive CD provided to client.

**PROGRAMS**
Please bid by the following specs.
Option A: One bifold of an 8.5"x11" sheet (four 8.5"x5.5" pages)
Option B: Two 8.5"x11" sheets, folded in half (creates eight 8.5"x5.5" pages)
Option C: Three 8.5"x11" sheets, folded in half (creates 12 8.5"x5.5" pages)
Archive CD provided to client.

**POSTERS/SIGNS**
Specs: 3' tall by 2' wide, two different types
Archive CD provided to client.

**Submitting Bid**
Please submit estimate on company letterhead to Morgan Estabrook at mee4h@virginia.edu or (fax) 434.982.2734 by 12 p.m. noon on Thursday, September 14.

With questions, call or e-mail Morgan Estabrook at 434.924.1383 or mee4h@virginia.edu.