



**Port Chester High School Band Association
Tamarack Road
Port Chester, New York 10573**

**IMPORTANT THINGS TO REMEMBER ABOUT YOUR AD
JOURNAL SALES!**

- 1. Every Ad must be accompanied by a Contract and the proper payment. Student name and grade must also be indicated on the contract along with the payment method.**
- 2. Please be reminded that each Ad form must be accompanied with a message, or business card, and picture (if applicable) with the payment.**
- 3. If emailing pictures then they must be printed and included with the contract upon turning in. (This does not apply to back cover and inside covers)**
- 4. Same as last year ads must come with a copy of the ad from previous year with the contract. Please do not indicate same as last year on your contract or forward folded papers or copies.**
- 5. Please keep a record of your ads that you have sold!!!**