

## PROGRAM SPECIFICATIONS FOR ALICE TULLY HALL:

To ensure that PLAYBILL® produces the most attractive and accurate programs, delivered in a timely fashion, the following guidelines must be adhered to:

### **Material Deadlines:**

All program material (copy and images) are due at the PLAYBILL® office noted below twenty (20) business days prior to the performance date. PLAYBILL® reserves the right not to publish program material received any later than sixteen (16) business days prior to the performance date. Final approval of all program material must be received six (6) business days prior to the performance date.

### **Late Copy:**

Program material received after the material deadline will incur a \$200 per day late fee. Final approval of program material beyond the six (6) business day deadline will incur the following late fees: one day late \$500; two (2) days late an additional \$1,000; three (3) days late (at which point timely delivery is in jeopardy) cost will be determined at that time if the production schedule will accommodate a timely delivery.

### **Program Copy:**

All program copy should be submitted via email, formatted in Microsoft Word. Copy should be submitted in the simplest format. Do not attempt to graphically lay out your copy. Avoid using tabs, underlining, and multi-column lists. Font attributes such as italic and bold may be included in files. Please indicate special formatting and font attributes on an accompanying hard copy. PLAYBILL® reserves the right to refuse to print any copy it deems inappropriate for publication.

Program material should be submitted in a final form. The copy should be spell checked and names and titles verified for accuracy prior to submission to PLAYBILL®. Editorial copy should conform to Standard English grammar and sentence structure; biographical highlights or press releases will not be accepted. PLAYBILL® reserves the right to edit all editorial copy to assure that it conforms to Lincoln Center Program style.

### **Images:**

Scanned black and white images, illustrations or logos shall be submitted as electronic files along with program copy on the material deadline. Images that must be scanned by PLAYBILL® staff will be billed at a cost of \$25 per scan. Additional images beyond 5 images will be billed at a cost of \$25 per image. PLAYBILL® reserves the right to refuse to print any images it deems inappropriate for publication or images submitted in an untenable format.

Corporate sponsor logos are permitted in the program, but may not contain any advertising or corporate slogans.

## PROGRAM SPECIFICATIONS FOR ALICE TULLY HALL CONTINUED:

### **Page Limit:**

All program material must fit within four (4) pages. All program material must conform to the Lincoln Center Program Design Template. A typical program will contain a Title Page, Program Notes, Meet the Artists bios or profiles and Staff or Ensemble Lists or Credits. For more information on the Lincoln Center Program Design Template, please contact a PLAYBILL® Program Editor. The set up charge for the purchase of Primary Program Pages is: 4 pages, \$500; 8 pages, \$500. Additional pages beyond the page limit will be billed as follows:

- Four (4) pages, \$200 set-up and \$50 printing and binding cost per thousand copies
- Eight (8) pages, \$300 set-up and \$100 printing and binding cost per thousand copies
- Twelve pages (12), \$400 set-up and \$200 printing and binding cost per thousand copies
- Sixteen (16) pages, \$500 set-up and \$250 printing and binding cost per thousand copies

Note that neither 20-page nor 28-page programs can be printed. Multiple-performance printings of the same program will each cost 50% of the above. PLAYBILL® reserves the right to refuse printing additional pages beyond the 16 pages. Additional pages must be ordered for capacity for all served performances.

### **Proofs:**

Once the program material has been designed, you will receive forty-eight (48) hours to proofread the program proof, make appropriate corrections and return a legible fax to your PLAYBILL® Program Editor. In addition to the fax, you may contact your Program Editor to review any corrections or to ask for editorial clarification. Lincoln Center Licensees take full responsibility for the accuracy of the information submitted to PLAYBILL® for inclusion in the program. Excessive revisions or rewriting will be billed at a cost of \$75 per page. A final confirmation proof will be sent to you.

### **Copyright:**

Lincoln Center Licensees take full responsibility for obtaining all permissions and releases to print any copyrighted material. Submission of program material to PLAYBILL® for publication is confirmation of legal adherence to all copyright laws and standard practices. Each Lincoln Center Licensee accepts full legal responsibility for any copyright infringements and will be held liable for any copyright violations.

### **Payment:**

All fees including set-up charges, late charges, additional pages, excessive revisions or rewriting must be paid for before the scheduled performance.

### **Mailing and Delivery Address:**

PLAYBILL®

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