

Spectator
Mullins
Summer 2015 Assignment

Ad Assignment for 2015-2016 School Year

The *Spectator* creates its own funding, and as is the case, each of you is in charge of selling subscriptions, patronages, and ads. Enclosed in this package are subscription forms, ad prices and contracts, and patron prices/description.

It is your job to sell subscriptions, ads and patronages to total **\$200**. This is a significant portion of your grade.

As current/future journalists it is most important to represent BHS with pride, dignity and class. You are to identify yourself to the patron/advertiser as a member of the BHS *Spectator*, and to provide information and prices. You should have copies of the forms with you when going around to businesses in the area.

If they respectfully decline, thank them for their time, respectfully of course.

If purchasing an ad, they will need to fill out an ad contract and decide how they would like to pay (up front, month to month and an invoice will be sent, etc.). Also ask if they would like to receive a copy of our paper in the mail. If purchasing a patronage/subscription, we would need a check right away. Checks can be made out to BHS/*Spectator*.

Below is a chart for you to **keep track** of what you are bringing in:

Business/Name of Person	Type of purchase (ad, subscription, patron)	Amount (If an ad, specify month(s) desired and size of ad)	Paid? Be specific whether in cash or check

This money will be due when we return to school. If you aren't quite totaling \$200, but someone has requested they be contacted or you have been promised an ad sale, etc. then it does not have to be the total in terms of money you have in your hands.

My email is emullins@berkleyschools.com. If you wish to contact me immediately use the following address: mullin35@gmail.com.

Good luck! ☺