

### Space reservations schedule

Space reservations are due per the following schedule. By e-mail: [kdonato@naeyc.org](mailto:kdonato@naeyc.org); by fax: **202-328-2649, attn. Kathleen Donato**; in writing: **Kathleen Donato, Associate Director, Sales and Marketing, NAEYC, 1313 L St., NW, Suite 500, Washington, DC 20005-4101**. You will receive a confirmation and invoice from us.

**January** issue: Reserve by **Oct. 7**

**March** issue: Reserve by **Dec. 7**

**May** issue: Reserve by **Feb. 7**

**July** issue: Reserve by **April 7**

**September** issue: Reserve by **June 7**

**November** issue: Reserve by **Aug. 7**

### Materials schedule

Files and proofs are due per the following schedule. **Submit PDF files via e-mail to <[pcavanagh@naeyc.org](mailto:pcavanagh@naeyc.org)>. Be sure to embed all hi-res images and fonts and check your PDF's for bleed and crop mark quality before submitting them. All advertisers must send a printed proof** (in color for color ads) to: NAEYC, Attn: Patrick Cavanagh, 1313 L St., NW, Suite 500, Washington, DC 20005-4101.

**January** issue: Artwork by **Nov. 7**

**March** issue: Artwork by **Jan. 7**

**May** issue: Artwork by **Mar. 7**

**July** issue: Artwork by **May 7**

**September** issue: Artwork by **July 7**

**November** issue: Artwork by **Sept. 7**

**Remember to submit your Web link information for the bonus 2-month online Web link from the NAEYC Web site.**

### Payment schedule and information

Ad space is reserved on a **prepaid basis** per the following schedule. Payment is required within 30 days of receipt of our invoice. Advertisers and their agencies agree to be held jointly and severally liable for any and all payments owed to NAEYC.

**January** issue: Payment by **Nov. 30**

**March** issue: Payment by **Jan. 30**

**May** issue: Payment by **Mar. 30**

**July** issue: Payment by **May 30**

**September** issue: Payment by **July 30**

**November** issue: Payment by **Sept. 30**

**By check or money order:** Make check payable to “**NAEYC Editorial**.” Indicate the YC issue and year for which payment is made. Include your invoice number to ensure correct assignment of your payment. Address payment to **NAEYC, Attn: Finance Dept./YC Advertising, 1313 L St., NW, Suite 500, Washington, DC 20005-4101**.

**By MasterCard, Visa, American Express, or Discover Card:** Fill out the authorization form below and mail it to **NAEYC, Attn: Finance Dept./YC Advertising, 1313 L St., NW, Suite 500, Washington, DC 20005-4101**.