



ORONO BOYS HOCKEY

Media Guide

Seller Worksheet

Instructions for Sellers:

- See *RESERVED LIST*/off limits businesses to avoid multiple outreach
- Collect the information below from your advertiser.
- Submit the final details online via the [Media Guide Ad Submission Form](#).
- Submit ONE Media Guide Ad Submission Form per advertisement sold.
- Complete all steps to ensure your player receives correct fundraising credit

STEP 1: FUNDRAISER TRACKING

- Player Name: _____
- Parent/Family Contact Name: _____
- Parent/Family Phone or Email: _____

STEP 2: ADVERTISER INFORMATION

- Business / Sponsor Name: _____
- Contact Person: _____
- Email Address (For billing/proofs): _____
- Phone Number: _____
- Website URL for Digital Ad Link: _____
 - Note: Your digital ad can link to a webpage, special promotion, or coupon code.

STEP 3: AD SIZE & RATE

- ☐ Quarter Page (3.8125" x 5.0625") | **\$300**
- ☐ Half Page (7.75" x 5.0625") | **\$550**
- ☐ Full Page (8.5" x 11" with 0.125" bleed) | **\$700**
- ☐ Premium Full Page (8.5" x 11" with 0.125" bleed) | **\$1,000**. Premium locations:
Inside front/back cover, back cover, opposite rosters, or before player bios
- ☐ Add Ad Creation Service | **available upon request



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STEP 4: PAYMENT METHOD

1. Check Payment
 - a. Make checks payable to: Orono Boys Hockey Boosters
 - b. *Critical*: Write the Player's Name on the check memo line for proper credit.
 - c. Mail to: *Orono Boys Hockey Boosters | 322 West Lake Street, Orono, MN 55356*
2. Did the Advertiser Request an Invoice?
 - ☐ YES - Boosters will send a PDF invoice to the advertiser email listed in Step 2.
 - ☐ No

STEP 5: ARTWORK & DEADLINES

- See SELL SHEET for Artwork Submission Guidelines
- Preferred File Format: A high resolution (300 dpi) Adobe PDF or jpeg with embedded fonts built at specific ad size specs.
- File Naming Rule: Name your file exactly like this before uploading:
 - *Business Name_Ad Size_Player Name*
- How to Submit: Upload the file directly to the section provided in the [Media Guide Ad Submission Form](#).
- Absolute Deadline: All artwork and payments must be finalized by Sunday, **November 1, 2026 at 8:00 PM.**

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