

**GALA
2020**

**UNITED
HOSPITAL
FUND**

OCTOBER 5, 2020

Journal Specifications

ARTWORK DEADLINE: Friday, September 18, 2020

Email files to: gala@uhfnyc.org

Underwriter, Pacesetter, Leader, Benefactor, Patron, Sponsor, or Full Page

Size: 6" x 9" (vertical only)

Artwork can be color or black and white.

Half page

Size: 6" x 4.25" (horizontal only)

Artwork can be color or black and white.

Quarter page

Size options: 6" x 2" (horizontal) **or** 2.75" x 4.25" (vertical)

Artwork can be color or black and white.

All files/artwork must be high-resolution (minimum 300 dpi) and include fonts. No bleeds.

File formats accepted: PDF (*X1-A or Press Quality only*), EPS, TIFF, Adobe Illustrator (*with fonts as outline and preview available*)

Word, JPG, and GIF files cannot be used

Submission instructions:

Email your artwork to gala@uhfnyc.org. Please include your name, phone number, the name of your company/organization, and participation level in the body of your email. We will confirm receipt and usability of your file once it has been reviewed. If you do not receive a confirmation within 48 hours of emailing us, please call to confirm that your file has been received.

For questions, please contact: Michelle Levy Branower, Director of Annual Giving and Special Events at (212) 494-0785, or gala@uhfnyc.org