DEADLINE FOR ALL COPY AND SUBSCRIPTIONS IS

12:00 NOON OF THE 6TH OF EACH MONTH

Should the 6th of the month fall on a weekend or holiday, the deadline is 12:00 NOON of the next business day.

All contributions should bear the name of the contributor or the reporter – not necessarily for publication.

MAKE ALL CHECKS PAYABLE TO GRAND CHAPTER OF TEXAS O.E.S.

AND SEND TO:

GRAND SECRETARY’S OFFICE

8101 Valcasi Drive Suite 101
Arlington, TX 76001

Change of address, Name or Zip for Bulletin (even a single initial or number) ....................... $1.00

“In Memoriams” per each ................................................................. $3.00

“They Say That” articles ................................................................. $25.00

Announcements:

One-sixth page (2.283” x 4.75”) ........................................ $25.00

One-third page column (2.283” x 9.75”) .............................. $50.00

One-third page block (4.815” x 4.75”) ................................. $50.00

One-half page horizontal (7.375” x 4.75”) ......................... $100.00

Full Page (7.375” x 9.75”) .......................................................... $200.00

Additional cost for Halftone Picture ........................................ $25.00

Personal Notes or “Thank You” notes ...................................... $25.00

These will bordered and spaced throughout the issue. Lengthy message WILL be edited.

All items MUST be accompanied by payment. Articles may be sent via e-mail, with payment sent immediately or by credit card (with 3% surcharge). Articles submitted ON the 6th via e-mail MUST be paid by Credit Card in order to run. No article will run unless payment has been received in the office by the deadline (See holiday Guidelines above)

Grand Secretary’s Office    8101 Valcasi Dr. Suite 101    Arlington, TX 76001

817 563-1244 (Phone)     817 563-1701 (Fax)
These diagrams show the basic announcement sizes in relationship to the size of the bulletin page. The actual size and price of each announcement is as listed.

Announcements may be sent digitally or by e-mail to: oesbulletin@gmail.com. Please have the ad formatted and send via e-mail or as an attachment or by phone to: oesbulletin@gmail.com. Do not send a hardcopy to the or by phone to: oesbulletin@gmail.com. unless you have already sent the ad by e-mail to: oesbulletin@gmail.com You may submit your ad via email as a MSWord or Publisher attachment, or type it directly into the body of the e-mail. Ads sent as text only will be formatted to fit into the ad size that you specify. Please note the number of lines that your ad will accommodate. Ads including more lines than specified will incur extra charges.

If you wish to format your own ad, it must be created at the actual size that it will be running, and sent as a High Resolution PDF, 300 dpi JPEG file or sent as a hard copy to be scanned. These ads will be run "as is," so please make sure to proof the ad well before sending. All ads should be created in black and white or grayscale only.

Send Payment for the ad to:
Grand Chapter Office
8101 Valcasi Dr. Suite 101
Arlington, TX 76001

You may want to send a note or copy with payment so we know what you are paying for in the Bulletin.

For Questions, call the Office at 817 563-1244
Necessary information for the following types of Bulletin Articles
(Additional information can be added but don’t delete any information)

Sample Article for Meeting Notice:

1. CHAPTER NAME & NUMBER
2. Cordially Invites You to Attend
3. Type of Meeting (Stated, etc.)
4. Date of Meeting
5. “When”

   Photo of
   Special Guest or
   Program
   Presenter

6. NAME of Presenter
7. Title of Presenter
8. Space
9. Will Bring Our
10. Program Name
11. Space
12. Dinner Time
13. Meeting Time
14. Space
15. Place of Meeting
16. Street Address of Meeting
17. City, State, & Zip (for GPS)
18. Space
19. WM & WP Names
20. WM & WP

Sample Article for Different Events:

1. Name of Event
2. space
3. Honoring
4. space
5. Name of Honoree
6. Title of Honoree
7. space
8. Day, Month, Date, Year
9. Time
10. Space
11. Name of Place
12. Address
13. City, State, Zip
14. Space
15. Ticket Chairman Name
16. Address
17. City, State, Zip
18. Price of Ticket
19. Send addressed envelope w/title
20. (Optional)
21. Dress Attire (optional)
22. Space
23. Hotel Name
24. Address
25. City, State, Zip
26. Telephone
27. Price (Mention OES)

Typical One-Sixth Page Ad
Maximum 20 lines with Photo
Space counts as one line.

Banquet- Honor- Fraternal Visits
(Optional if not needed)
Typical One-Sixth Page Ad- No Photo
Maximum 27 lines
Space counts as one line.