

# the Scribe

University of Colorado  
Colorado Springs

Student Newspaper  
Media Kit 2015-2016

# Contact

## Advertising

Business Manager: Jennifer Curry

Advertising Reps: Dana Jessor, Nicole Echales

*scribe2@uccs.edu*

*scribe.advertisingrep@gmail.com*

## Phone

719.255.3469

## Mailing Address:

The Scribe - University Center  
1420 Austin Bluffs Pkwy.  
Colorado Springs, CO 80918

## Website

[www.scribe.uccs.edu](http://www.scribe.uccs.edu)

# Publication Dates

## Fall 2015

August 31  
September 8  
September 14  
September 21  
September 28  
October 5  
October 12  
October 19  
October 26  
November 2  
November 9  
November 16  
November 30  
December 7

## Spring 2016

January 25  
February 1  
February 8  
February 15  
February 22  
February 29  
March 7  
March 14  
March 28  
April 4  
April 11  
April 18  
April 25  
May 2  
May 9

# Fine Print

## Mission

The Scribe is a weekly, student-run publication put out by the students of the University of Colorado Colorado Springs. The paper is distributed each Monday and is available to all students, faculty and staff. The Scribe targets students 17 and older and recognizes the diverse student publication that attends UCCS. We are dedicated to covering students issues, community events, arts, athletics and public interest in and around Colorado Springs.

## General Information

Advertising may be submitted as camera-ready art. Ads must be in RGB color and in correct file format: JPEG, TIFF, PSD or PDF are all acceptable. If designed services are needed, they are available with a one-time charge of \$10. All ads are subject to review, rejection or acceptance by The Scribe. All ads must be sent at 300 dpi.

## Mistakes

If an error is attributable to the publisher, possible actions may include a make-good ad in the next available issue or a reduced charge. The publisher will not be liable for more than the cost of the ad payment. The payment is due within thirty (30) days of billing and must be sent to The Scribe office (see contact page). Any payment not received within thirty (30) days will incur a \$30 late fee. All payments not received within ninety (90) days will be turned over to the UCCS collections department.

## Cancellation

If the advertiser wishes to cancel the ad, notice must be given to The Scribe office at least two (2) weeks prior to the advertisement being published. If notice is not given at least two (2) weeks prior to the publication, the 50% prepaid amount will be forfeited by the advertiser. (See contact page for mailing address.)

## Design

The Scribe is laid out using the Adobe CS3 and CS4 suites. This includes: Photoshop, Illustrator and InDesign. If you have any questions, please contact us at [scribe2@uccs.edu](mailto:scribe2@uccs.edu).



# Contract

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

Date of Issue(s): \_\_\_\_\_

Advertisement Size: \_\_\_\_\_

Advertisement Price: \_\_\_\_\_

This contract is between The Scribe newspaper and the client listed above. The client agrees to run the mentioned ad(s) in The Scribe at the above price per issue. The client also agrees to the terms listed in The Scribe fine print.

\_\_\_\_\_  
Business Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
University of Colorado Colorado Springs' Signature

\_\_\_\_\_  
Date



# Discounts

## **First-Time Advertisers**

30% off of quarter page or larger ad on the contracted total

Black and white or color

## **On-Campus Advertisers**

20% off of all ads on the contracted total

Black and white or color

## **Non-profit Advertisers**

15% off of quarter page or larger ad on the contracted total

Black and white or color

