

# STEVENS AWARDS



SATURDAY, NOVEMBER 12, 2022  
THE PLAZA • NEW YORK, NY • BLACK TIE

## PROGRAM LISTING SPECIFICATIONS

### MEDIA & FILE FORMATS

Preferred File Submission Method: email files to [gala@stevens.edu](mailto:gala@stevens.edu)

Accepted File Format: PDF-X 1/a:2001 or PDF-X/2003

### PRODUCTION REMINDERS

- PDF files must contain only 4-color process images (CMYK). Stevens can not be responsible for PDF files prepared incorrectly.
- All images included in art should be final, color-corrected, high-resolution (300 dpi) CMYK files. Hi-res images should not be scaled more than 115% to maintain image quality.
- When scanning logos, please use 1200 dpi for bitmap and 300 dpi for color at 100% of final size.
- Black text and lines should be set to print at 100K.
- Two-page spread art should be prepared as two individual pages.
- Camera-ready submissions in non-pdf format can not be accepted and will need to be resubmitted or recreated.
- All camera-ready art should be suitable to print "as is". Stevens can not be responsible for any errors in content.

### FREE DESIGN SERVICE

Don't have camera-ready art? Just send us your copy and let us design your listing free of charge. Our designers will create a personalized listing just for you with special border or graphic element. **Email your message or dedication, up to 25 words, to [gala@stevens.edu](mailto:gala@stevens.edu)**

e.g., "Best wishes to Stevens Institute of Technology  
— Acme Printers, Hoboken, NJ"

or

"Congratulations to the award recipients. Best wishes, Bob Smith."

Make sure to include your name(s) for the salutation.

### BUSINESS SPONSORS:

Simply email your message and your scanned logo or business card to [gala@stevens.edu](mailto:gala@stevens.edu) and we will create a listing just for you.

### GENERAL CONDITIONS

- No agency rates offered.
- All sponsor copy shall be subject to the approval of Stevens. Due to space limitations, we reserve the right to edit messages.
- Sponsor is responsible for any claim resulting from the unauthorized use of any name, photograph, sketch or words protected by copyright or registered trademark in conjunction with their sponsorship and shall defend, indemnify and hold harmless Stevens for any claim resulting from the use of any such material.
- Acknowledgments can not contain any qualitative statements, "calls to action" or offer any inducement or discount.
- Sponsorship can give basic information about the company and contain statements congratulating or otherwise acknowledging Stevens, it's programs, students, etc.

### SIZES AVAILABLE

(Width X Height in inches)

Full page (no bleed, please)

7.75" X 10.25"

Half page (no bleed)

7.75" X 4.9375"

Quarter page

3.75" X 4.9375"

Business Card

3.5" X 2"

Submit files to:  
[gala@stevens.edu](mailto:gala@stevens.edu) by  
**October 7, 2022.**  
For questions regarding  
file submission, please  
call 201-216-5246.

**STEVENS**  
INSTITUTE OF TECHNOLOGY