



COMMUNITY ENRICHMENT PROGRAM
PRINT CREATIVE ASSET REQUEST FORM

(A minimum 7 business days lead time is required to provide assets once form is filled-out completely)

Requested By:

Name: _____ Company: _____

Email: _____ Phone: _____

Please provide all of the following information:

1. Identify creative execution (please check one)

Mālama Version – Existing ad imagery

Agriculture Version – Existing ad imagery

Culture Version – Existing ad imagery

2. Please let us know if you will be submitting a hero image (top image) for consideration (check if yes)

Submit one or two horizontal images in TIFF or JPG format for consideration.

Image must be Hi-Res and 300 DPI. If image is not workable, the Default Version checked above will be used. **Image must be submitted 7 business days prior to ad due date.**

Please note if photo credit is required and exact photo credit requested:

3. Event Name (exactly as you would like it to appear on the ad)

Include diacritical markings in any proper organization or event name.

4. Define Audience

Local Visitor

HAWAII TOURISM™

AUTHORITY

Local/Visitor (provide percentage of mix) Local _____ Visitor _____

5. Publication name: _____

6. Issue/Run date: _____

7. Unit size (check one)

Full Page ½ Page

8. Allow bleed? (check one):

Yes No

9. Dimensions needed for bleed ad: _____

a) Bleed (width x height): _____

b) Trim (width x height): _____

c) Live Area (width x height): _____

OR

Dimensions needed for non-bleed ad:

a) Non-Bleed (width x height): _____

10. If ad is for a digital publication, please provide specs here: _____ px W by _____ px H

11. Color (check one):

4 Color (CMYK) Black & White

12. File type needed (check one):

PDF JPG

13. Max file size: _____

14. Specs sheet attached (check one): Yes No



15. Delivery due date: _____

16. File delivery process:

Email Dropbox FTP site (please provide)

17. Delivery contact for ad materials: (name, phone, email):

18. HTA staff contact, to receive copy of final file: (name, phone, email):

19. Notes: _____
