



Anna Lamb
Assistant to Oregon DeMolay
709 SW 15th Suite 301
Portland, OR 97205
503 248-2846 ** 1-866-DAD-LAND

9/15/2009

Oregon DeMolay Chapter

Subject: Conclave booklet Ad Sales

Oregon DeMolay's Conclave is quickly approaching on April 22-25, 2010. It is an event that no one in the state will want to miss as Josh Eisele and the State Officers are planning one of the best weekends ever. This letter is to inform you on how you could get yourself to conclave **Free**.

Conclave is **free** to every DeMolay, Sweetheart or Guest who sells more than \$286.00 (\$329.00 for Adults) in advertisements for the Conclave Booklet. For every ad you sell you get 70% of the sale applied to your Conclave registration fee. So, if you sold a \$150 dollar ad, you would receive \$105 toward your Conclave fee. The ads you can sell are for \$150 – full page, \$100 – half page, \$75 – 1/3 page, \$50 – ¼ page, \$35 – 1/6 page, \$25 – Business card, and \$10 – one line sponsor.

Ads from all kinds of places are acceptable to sell. Any individual, business, or organization can buy an advertisement. With the prices and types of ads we have, almost anyone can advertize.

These ads can be sold to anyone who would like to get exposure in our booklet. We publish and distribute approximately 200 copies. Who should you ask to buy an ad first? You could start with where you or your parents work, the Masonic Family organizations that where your DeMolay Chapter meets, or take a day to stop by local businesses in your town to solicit advertisements. Make sure that when you go to these businesses and organizations that you have a copy of last years Conclave Booklet to show them. This will give them and idea of what each size ad will look like. If you don't have a Conclave Booklet from last year, we have extra from previous conclaves that we can send to your chapter in you call 503-248-2846 or email office@oregondemolay.org.

Included in our next mailing will be the Conclave booklet advertisement forms. You will nee to fill out the three part carbonless form. The bottom of the form explains which forms go where. It is especially important to make sure these forms go to the right places. The white form should be sent with the check or money order and the art work to the Oregon DeMolay Office. Give the Yellow copy to your DeMolay Advisor. The Pink copy is given to the advertiser. Artwork for the ads should be emailed to the Conclave Booklet Chair at Annamaylamb@comcast.net (as this gives the highest reproducible quality) or attached to the form with a paperclip.

Oregon DeMolay is classified by the Internal Revenue Service as a non-profit organization. This means any donations made to DeMolay (which an as sale would constitute) are tax deductible with a limitation of 50%. When selling an ad you may give the patron (person / organization buying the ad) our tax ID number for Oregon DeMolay, which is 51-0176218.

Good luck selling the Ads. Remember they are due to the DeMolay Office by March 1, 2010.

Anna Lamb
Administrative Assistant to Oregon DeMolay