



Commemorative Message Order Form

I would like to honor of Be Present, Inc.'s 35th anniversary and the National Black & Female Leadership Conference on June 21-24, 2018, by adding a message to the Be Present Commemorative Program Booklet.¹

Contact Information:

Name _____

Organization: _____

Street Address _____

City, State, Zip _____

Day Phone: _____

E-mail: _____

Signature: _____

Message types and Approximate Sizes:

- Full Page, 6.5”hx4.5”w, (\$100)
- Half Page, 3.25”hx4.5”w (\$50)
- One-third Page(Business Card Size), 2”h x 3.5”w (\$35)
- Quarter Page, 3.25”h x 2.25”w (\$25)
- Your Name (listed as a commemorator) (\$10)

Payment in full is attached as a Check payable to “Be Present, Inc.”

I will pay on line via “Donate Now” I will pay on line via PayPal
 Please visit www.bepresent.org/upcoming-events.html and follow instructions near the bottom of the page, being sure to enter “Program Book Message” in the “Designation” or “Notes” box.)

I wish to make an additional tax-deductible contribution of _____
 _____ to the Be Present, Inc Scholarship Fund¹.
 _____ to support of the work of Be Present, Inc¹.

Please e-Mail the completed form to tech@bepresent.org,
 or
 Mail the completed form and payment to
 Be Present, Inc
 1264 Ginger Wood Drive
 Stone Mountain, GA 30083

¹Be Present, Inc is a 501(c)3 tax-exempt organization. Contributions and commemorative messages, with no advertising and/or promotion content, are tax-deductible to the extent allowed by law.

Instructions for preparation of copy:

For free-text-only messages or a name-listing, please insert the text in the space below. Text will be reformatted as needed to fit the appropriate space.

For messages with a pre-defined layout or that include graphics please provide a high-resolution (300dpi or higher) scanned image, scaled to the applicable message space. Images can be accepted in .jpg, .png, .tiff, or .pdf format. To preserve image quality, please ensure that file compression is minimized or not used.

If submitting this form by email, please attach any scanned images to the email. Otherwise please email the scanned image to tech@bepresent.org, including the same identifying information in the email as is entered above.

If sending a paper copy of this form in the mail, a business card can be included for scanning. Please do not staple the card to the form. For other messages please send scans rather than paper copies which could arrived folded or mutilated.

Insert text here, being conscious of space limitations