



Northbrook Symphony Sponsorship Guidelines

Northbrook Symphony (“Northbrook”) greatly values financial support from sponsors who are supportive of and committed to the arts and culture through support of the symphony (each, a “Sponsor”). The following guidelines have been established to ensure that all of Northbrook’s sponsorship arrangements advance its mission and strategic goals.

Review and Approval

Any proposed sponsorship and Program Book materials must be reviewed and approved in advance by NSO to ensure that the arrangements and materials are consistent with Northbrook’s mission and goals.

No Endorsement

Northbrook does not endorse its Sponsors, their policies, products, or services, nor imply that Northbrook will exert any influence to advance a Sponsor’s interests outside the particulars of the arrangements made for the sponsored event or activity. Northbrook’s logo and other trademarks and intellectual property shall not be used in any manner by a Sponsor without the express prior written consent of Northbrook on a case-by-case basis and subject to Northbrook’s trademark quality control standards and other written guidelines regarding the use of such intellectual property.

No Free Advertising or Return Benefit; Permissible Acknowledgements

Sponsors are making a contribution to support Northbrook’s mission and are not entitled to receive advertising (as that term is defined by the Internal Revenue Code or Internal Revenue Service rules and regulations) or other substantial return benefits.

Consistent with federal tax laws, Sponsor Program Book materials may identify and describe the Sponsor’s products or product lines in neutral terms and may include the Sponsor’s name, logo, slogan, locations, telephone numbers, or website addresses as long as such acknowledgments do not include (a) comparative or qualitative descriptions of the Sponsor’s products, services, or facilities; (b) price information or other indications of savings or value associated with the Sponsor’s products or services; (c) a call to action; (d) an endorsement; or (e) an inducement to buy, sell, or use the Sponsor’s products or services. Any acknowledgments of sponsorships or Program Book materials submitted by a Sponsor are subject to Northbrook’s prior review and approval.



Payment Options

1. If your business does not want a tax receipt for the sponsorship, then please make your check payable to **Northbrook Symphony Orchestra** and mail it to:

Northbrook Symphony Orchestra
899 Skokie Blvd, LL12
Northbrook, IL 60062.

Please contact the NSO office at 847-272-0755 for details on how to pay by credit card.

2. If your business would like a tax receipt for the sponsorship, then please make your check payable to **Fractured Atlas** and on the check memo line note **Northbrook Symphony** and mail it to:

Northbrook Symphony Orchestra
899 Skokie Blvd, LL12
Northbrook, IL 60062.

The Northbrook Symphony Orchestra is a sponsored project of Fractured Atlas, a non-profit arts service organization. Contributions for the charitable purposes of the Northbrook Symphony Orchestra must be made payable to “Fractured Atlas” only and are tax-deductible to the extent permitted by law.

You may also pay by credit card by going to <https://fundraising.fracturedatlas.org/northbrook-symphony-orchestra-inc>

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899 Skokie Boulevard | Suite LL12 | Northbrook, Illinois 60062 | (847) 272-0755

www.northbrooksymphony.org

SPONSORSHIP CONTENT RECOGNITION SPECIFICATIONS



Please provide materials in one of the following formats:

Preferred format: ACROBAT/PDF

All images **MUST** be hi-resolution (at least 300 dpi). Convert files to process colors (CMYK). Pantone and spot colors will be converted and may cause a color shift.

Files must be PDFs created using PDF/x-1a settings.

PACKAGED INDESIGN FILE

If the content is designed in Adobe Indesign, a packaged file can be generated with any linked files (images, logos, fonts).

ADOBE ILLUSTRATOR FILE

Please embed images and convert fonts to paths.

TIF, JPEG OR PNG

If you submit your content in one of these formats, please ensure it is at least 300dpi and CMYK. Please note that text might be slightly blurred if you use this format.

USE OUR DESIGN SERVICE

We can design your content for an additional cost. If you send images please ensure they are large enough. Logos should be Adobe Illustrator format (AI or EPS). Other formats such as PNG and JPEG can be used, but please ensure the files are large enough.

Please send all files to sponsors@northbrooksymphony.org

Sizes (W x H)	Dimensions (inches)	Bleed
Full page bleed	5.5 x 8.5	0.125
Full page borders	4.875 x 7.87	n/a
Half page horizontal	4.875 x 3.84	n/a
Quarter page vertical	2.34 x 3.84	n/a

