

## **Procedure for booking advertisements for Blenheim Palace Junior Regatta 2018**

1. The advertiser fills in the Order Form.
2. The order form is sent to John Broadhurst: [john@hinkseysculling.org.uk](mailto:john@hinkseysculling.org.uk) (most important so that we have a record and so that advertiser can receive an invoice).
3. John will send the advertiser an invoice.
4. The advertiser sends the artwork to the printer: [kevinn@leachprint.co.uk](mailto:kevinn@leachprint.co.uk) (01235 858276) marked Blenheim Palace Junior Regatta Programme (by 15 May if possible, 30 May at the latest).