**Directions to help guide and examples from past Playbills shown below.**

* Must be in png or jpeg format.
* Must be one of the following sizes:
  + Full Page Recommended dimensions: 2120 x 3176 (this should be a vertical layout)
  + Half Page Recommended dimensions: 2120 x 1548 (this should be a horizontal layout)
  + Qtr Page Recommended dimensions: 1020 x 1548 (this should be a vertical layout)

If you do not know how to make an ad, you can use different sites like:

<https://www.photopea.com/>

adobe photo shop

<https://www.canva.com/features/add-text-to-photo/>

<https://picsart.com/create>

These are pretty easy to use , but please feel free to reach out for help.

***Next*** -

Once you create a Shout Out Photo ad, please make sure it is the right layout and size for the shout out you are purchasing.

The playbill is very picky when I upload and start to lay out.

If you are unsure, you can use sites to resize your images like:

<https://resizeimage.net/>

<https://online-image-resizer.com/>

<https://imageresizer.com/>

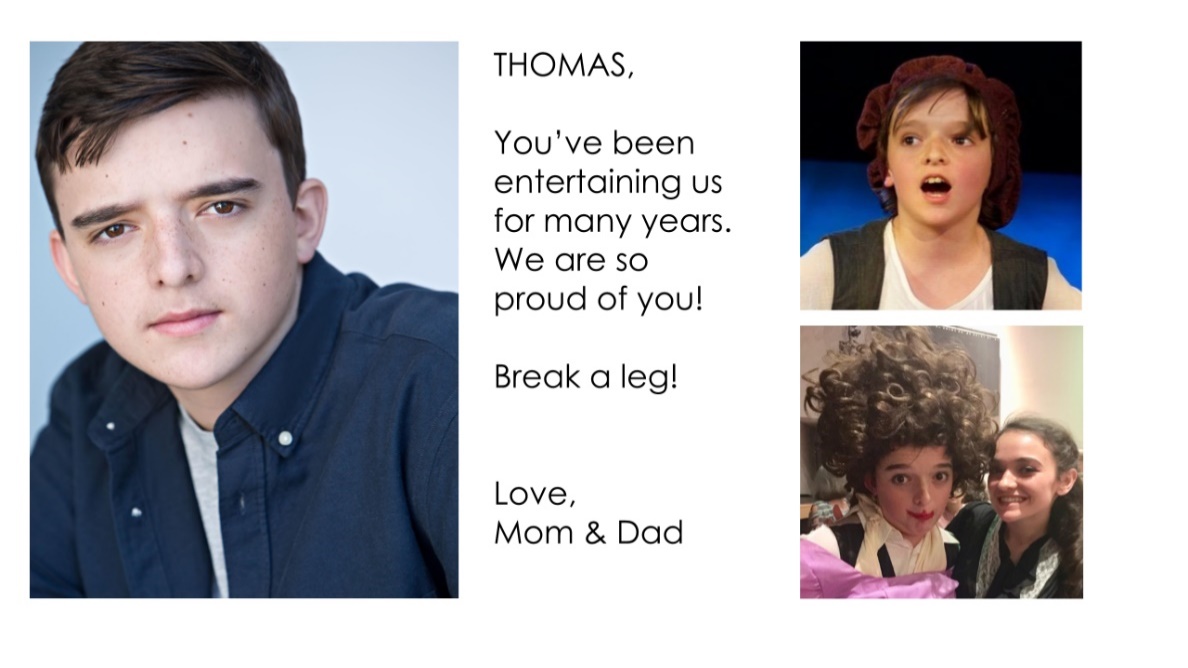
Save and send to [lttappres@gmail.com](mailto:lttappres@gmail.com).

I will let you know if there are any issues.

If I must fix something, I will always send back to you for approval.

Thanks.

Monica

**SHOUT OUT EXAMPLES**