

# Send-In Requirements

## Thank you so much for partnering with Media All Stars!

To ensure you and your sponsors receive your products on time we still need a few things from you:

Kindly organize your content to the best of your abilities before sending it to us.  
Please communicate to us any deadlines you have so we can ensure timely delivery!

### 1. Season Game Schedules

#### Excel Spreadsheets & PDFs

Excel spreadsheets and PDFs are the preferred file type when sending over team schedules. If you list your schedules online (like on [Maxpreps](#), [Section XI](#), etc.) send us the link and we'll pull the schedules ourselves. **Please do not send schedules in a calendar style.**



**Tip:** If your school has a website or social media account you'd like us to include on the poster/programs for sports updates and school news, please send us that info as well!

### 2. Team Photos, Headshots, and Action Shots

Resolution: 300 dpi

File Size: 500kb or larger

We'll be happy to work with whatever photos you're able to send in, however, smaller images will most likely appear blurry when printed. File types we accept are: **jpg, png, Camera Raw, tif, and gif.**



Resolution: 300 dpi File Size: 6.18mb



Resolution: 144 dpi File Size: 91.1kb

### 3. Team Rosters and Player Information:

Please include player names, what sport they play, and their class status. Label each headshot file with player's name.

#### Please Label All Files Sent to Us:

- Player names/ the sport, level (Freshmen, JV, Varsity, etc).
- If you can organize a zip with multiple folders, that would help us get the programs drafted at a much faster pace.
- We will not be able to use files that not labeled and organized, so please make sure all of this is taken care of before you get started.

### 4. Additional Items to make your program as amazing as possible:

- Letters: Include a personal letter from the coach and/or athletic director
- Images of coaches/ coaches bios – a lot of our programs now include a Coach Spotlight Page
- Information about past Championships and past year standings
- Feel free to send any additional content that you would like included.

**The sooner we receive your materials, the sooner you can receive a proof of your poster!**