

Task	Description	Media	Deadline	Event Date:	5-Jun-19
MFBA 2019 logo	Update the logo from 2018 to 2019 and include a call out to 20th anniversary	jpeg / pdf	23-Nov-18		
Nomination Flyer	Update the nomination flyer	jpeg / pdf	23-Nov-18		
Nomination Ads - Print	1/4 vertical page full color ad	Mainebiz	9-Jan-19		
	1/8 page color ad	Bangor Daily News			
	1/8 page color ad (5.75" x 5.25")	Portland Press Herald			
	Print ad (5.144" x 5")	Sun Media			
Nomination Ads - Digital	Square	Mainebiz	18-Jan-19		
	Leaderboard	Mainebiz			
	Full page	Mainebiz			
Event Ads - Print	1/4 vertical page full color ad	Mainebiz	30-Apr-19		
	1/8 page color ad	Bangor Daily News			
	1/8 page color ad (5.75" x 5.25")	Portland Press Herald			
	Print ad (5.144" x 5")	Sun Media			
Events Ads - Digital	Square	Mainebiz	30-Apr-19		
	Leaderboard	Mainebiz			
	Full page	Mainebiz			
Winner Ads - Print	1/4 vertical page full color ad	Mainebiz	29-May-18		
	1/8 page color ad	Bangor Daily News			
	1/8 page color ad (5.75" x 5.25")	Portland Press Herald			
	Print ad (5.144" x 5")	Sun Media			
Sponsor Blocks	Layout of sponsors for marketing materials	jpeg	Ongoing		
MFBA Invitation	Card stock folded mailer with 4 panels	Printer file	26-May-19		
MFBA Spec Sheets for Ads	Update spec sheet for advertisers giving them deadlines and dimensions	PDF	1-Feb-19		
MFBA Program	Coordinate design of 68 page color magazine with 4 page color cover distributed at awards night including narrative design and approval, retool and recreate logos, modify ads, image editing as needed, press check and duties as needed.	Printer file	17-May-19		
MFBA Program Ads - Sponsors/Advertisers	As needed from sponsors and advertisers - Estimate updating 15 ads & creating 10 new ones	Printer file and PDFs	17-May-19		
MFBA Program Ads - IFOB	As needed for IFOB events - Estimate 6 ads	Printer file and PDFs	17-May-19		
MFBA Calendar Insert	4-fold insert with calendar information inserted into MFBA program	Printer file	17-May-19		
MFBA Semi and Finalists Certificates	Design and create semi-finalist and finalist certificates	PDF	24-May-19		
MFBA PowerPoint	Design shell for PowerPoint to be used for the night of the awards as per the script.	PowerPoint	31-May-19		