



Dear Coach,

The Oklahoma Coaches Association will host the 2024 All State Games in Tulsa from July 21 to July 26. You can encourage and support your All State athletes by purchasing ads in the All State program.

Enclosed is a contract for your school's participation in the All State program. The fee for a full page is \$250; for one-half page, the fee is \$125. To purchase an ad, please send the following to the OCA office:

- Completed contract.
- School purchase order or check.
- Layout of your school's program page.
- Pictures of the athletes.
- Any extra art we may need to complete your page.

**\*Please follow our email instructions and adhere to the attached format and guidelines.**

To assist you in developing an ad, we have enclosed sample pages from an All State program. Prepare the layout the way you want your school page to look. Please send materials and payment **no later than the June 22, 2024**, deadline.

To ensure that all athletes are correctly represented, please **label all pictures with the athlete's 1) name, 2) sport, and 3) school**. Due to the volume of photos handled, we do not return these pictures.

The Oklahoma Coaches Association appreciates your continuing support in making the best possible All State game program. We look forward to assisting you in making an ad that your school and athletes will be proud of. Again, layout materials are due in the office **no later than June 22nd**.

Sincerely,

Wayne Dozier  
Executive Director  
Oklahoma Coaches Association

# Oklahoma Coaches Association

## All State Program Format and Guidelines

The Oklahoma Coaches Association should receive all the following from you: 1) program contract; 2) page artwork/layout, flash drive or email; and 3) payment. Please make sure everything is included. The program must adhere to a strict deadline.

### The All State Program will be in Full Color.

#### General Info

- Program pages will be 8 1/2 x 11.
- All pages will be in color.
- All program pages will have a set banner at the top which includes the school's name.
- All photos should be labeled. (Name, school, and sport.)
- Any additional artworks such as mascots, logos, etc., should be included.
- Pages should be in PDF format. All photos should be either a .TIF or .JPEG file.
- If you submit your page via flash drive or email, please make sure that your file opens!
- Protect your media if mailing.

#### By Mail

- All photos should be labeled on the back with the athlete's name, school, and sport.
- Any additional artworks such as mascots, logos, etc., should be included.
- You can send a drawn-out layout of your program page and we can set it up for you.
- You can load all photos and artwork on a flash drive, and we can set up your page for you. (Label and protect your media when mailing!)
- You can also mail in a printed copy of your completed program page.

#### Email – [ocaallstateprogram@gmail.com](mailto:ocaallstateprogram@gmail.com)

- Program pages will be accepted via [ocaallstateprogram@gmail.com](mailto:ocaallstateprogram@gmail.com)
- Please include your school's name in the subject line of your email.
- **Please include everything in ONE email.** Emails should include: the contract, all photos & logos, and any wording.
- Emailed program pages will not be processed until payment and/or a purchase order are received.

#### Photos

- Photos will not be returned.
- Photos should be appropriate for the All State program.
- You may call the office to inquire if your athletes have pictures on file. Nomination forms should have been submitted with a picture. We can either use that picture or a different one.

#### Payment

- Full page - \$250.00
- Half-page - \$125.00
- The OCA will accept personal checks, school checks, and school purchase orders. **Credit cards will not be accepted.**
- If mailing, please send payment (check or P.O.) with the contract and layout.
- If submitting an individual athlete page via email, the page(s) will not be submitted to the printer until payment is received.
- Purchase orders will be invoiced accordingly.
- Please make all checks payable to the Oklahoma Coaches Association.

We have included samples from last year's program to give you an idea of previous All State ads. Please make sure that all your athletes are included on your page. You may include All State Baseball, All State Soccer, All State Softball, All State Track and All State Cross-Country, State Champions, etc., if you wish. Other electives or academic All State can also be included. Those photos will need to be submitted to the OCA as we do not have baseball, soccer, softball, track, or cross-country photos on file.

**Please make sure that all materials are complete and mailed or emailed together. Failure to do so will delay your program page being sent to the printer.**

Due to time constraints, program pages will be sent to the printer as soon as they are completed. If you have any changes, please call the OCA office immediately. **We must hold to the June 22nd deadline as strictly as possible.**

## All State Program Deadline: June 22, 2024



ALL STATE PROGRAM CONTRACT

CHECK ONE: School / Booster Club Page: \_\_\_\_\_ Personal Page (Paid by Parents, etc): \_\_\_\_\_

CIRCLE ONE: 1/2 PAGE \$125 1 FULL PAGE \$250 OTHER (2 OR MORE)

\*If your page has been emailed, please check here. \_\_\_\_\_

School: \_\_\_\_\_

Contact Name: \_\_\_\_\_

This person will be the one we contact if we have any questions.

(School or Contact)

Full Address: \_\_\_\_\_

Include City, State, Zip

Contact PH: (\_\_\_\_\_) \_\_\_\_\_ Contact Email: \_\_\_\_\_

\*IF you are purchasing a personal page, please print athlete's name here: \_\_\_\_\_

PAYMENT

\_\_\_\_\_ Check \_\_\_\_\_ Purchase Order Total Amount: \$\_\_\_\_\_

If you mail in your program page, payment must accompany the contract and program page.

If you email your program page, make a copy of your contract, and mail with your check to the OCA office.

If you are using a purchase order, please make sure a copy of the PO or the PO # accompanies the paperwork.

Make all checks payable to the OCA. The address is below. Please include this program contract with all paperwork.

Email: ocaallstateprogram@gmail.com

Due Date: June 22, 2024

Please consult the All State Program Format and Guidelines Page included with this contract for further details.

Return this completed form to: OKLAHOMA COACHES ASSOCIATION 8080 Crystal Park Ave. Oklahoma City, OK 73139 Questions? ocaallstateprogram@gmail.com 405-635-9300

OCA OFFICE USE ONLY

Check: \_\_\_\_\_

P.O.: \_\_\_\_\_

Invoice: \_\_\_\_\_