



Promotional Bag Inserts Insertion Order

Company _____
Name of contact person _____
Telephone _____ Email _____
Should invoice be sent to contact person? Yes No *If no, please specify billing information:*
Send invoice to _____
Street _____
City _____ State _____ ZIP _____
Telephone _____ Fax _____ Email _____

Professional Learning Institute bag insert specifications

Cost: \$650

Quantity due: 1,700

Due to fulfillment house: **May 1, 2023**

Shipping instructions: (exact location TBD)

Insert guidelines: Maximum size is 8-1/2" x 11". All inserts must easily fit within the size guidelines as multiple inserts will be included in the registrant bag. If potential insert is larger than the provided sizing guidelines, please contact Codi Trump at ctrump@naeyc.org for approval.

Insert examples: 8-1/2" x 11" flyers, small catalogs, postcards and premiums.

Important deadlines

March 31, 2023: Bag insert reservation due
(Email completed form to advertising@naeyc.org)

April 3, 2023: Submit bag insert draft to advertising@naeyc.org for content approval
by NAEYC

May 1, 2023: Your inserts are due at the fulfillment house. Submit tracking details
upon shipping to Codi Trump at ctrump@naeyc.org.

Payment method

For payment by check: Make check payable to NAEYC with invoice # on check
Mail to P.O. Box 96261, Washington, D.C. 20090-6261

For payment by credit card: Contact Codi Trump at (202) 350-8906