

# **BizBash Virtual Event Guide Instructions and Specifications**

### **Materials Specifications**

#### Requirements

Your custom landing page is a branded web page, created by the BizBash team, dedicated to your brand and virtual offerings. The below is required to complete your page:

- One (1) hi res logo for a white background
- One (1) hi res logo for a dark background
- Company overview
- URL
- Email address
- Phone number
- Video\*
- Images\*
- Virtual Event Guide Submission Form

#### **PLEASE NOTE:**

All sections of the Virtual Event Guide form must be completed. There will be no additions/updates after your submission.

Please contact production@bizbash.com with any questions PRIOR to submitting your form.

All information on the form may be used but it not guaranteed.

#### What you need to know:

- All required information will be publicly displayed
- Logo format: PNG, EPS, or Al
- Logo backgrounds **MUST** be transparent
- Company overview: Maximum of 500 characters
- URL: You may also supply UTM tracking links
- Email address: This can lead directly to one person, or be a generic company email (eg info@company.com)
- Phone number: You may provide multiple numbers (eg US, Canada, and/or Global numbers)
- Video: Must be a YouTube or Vimeo URL
- Images: Images of your product/service, JPG or PNG

#### **Submission Guide**

#### **Traffic Requirements**

## Ad materials are due by Monday, May 11, 2020.

Our team needs at least one (1) week to ensure materials are to spec and building your custom landing page.

## Materials submitted must be final and ready to post.

A BizBash copyeditor will review your description and ensure it adheres to the BizBash style. All other materials will be posted as is.

#### **Delivering Creative**

## Send complete materials via email to production@bizbash.com.

Contact production@bizbash.com with questions regarding these specificatons or delivery of materials. Contact your BizBash sales representative with any questions regarding your purchase.