

## WHAT DO I SEND NOW?

Now that I want to place my advertisement on Rehearsal Space London what do I need to send?

### **Copy**

There are no restrictions on the amount of copy displayed on your page but we need it to be sent on a Word document so it can be inputted correctly. You must include details of how clients can book your space directly with you.

### **Images/Attachments**

- Image for advertising tab – maximum size 300x200 pixels.
- Other images that you would like to incorporate on your page (3 maximum).
- All images need to be Jpegs / minimum 72dpi.

### **Attached documents**

We can attach documents to your page. These can be in either a PDF or Word format.

### **Payment**

To be listed on RSL, companies will need to pay a £30 membership fee per annum. This is a flat-fee. MakeBelieve Arts does not charge any commissions or hidden fees.

Please send to us all the information for an invoice to be issued to you. We will issue this invoice accordingly and your advertisement will go live once we have received payment.

Our billing cycle is quarterly (January, April, July and October) and companies can join the site throughout the year. You will get billed to the nearest month in which you joined RSL.

We reserve the right to review and/or change these costs at any time.

### **Disclaimer**

Please note that it is not RSL's responsibility for taking, co-ordinating or managing bookings for your space(s). It is the responsibility of your company to deal with and facilitate external interest from potential service users.

RSL is also not responsible for any intervention with your space; including space maintenance.

RSL does not display advertisements for theatrical productions.