

IMPORTANT INFORMATION REGARDING YOUR EVENT POSTCARDS:

Please review all instructions carefully!

Dear Group A Producers,

Your event postcards will be available beginning on **Monday, April 13th** at our mailing house KES Mail, Inc in Hawthorne.

Our representative Aimee Diep will help to coordinate the pick-up of your postcards, as well as the mailing of your postcards if you decide to snail mail. You can use our **Ford ticket buyer** lists at no cost (*more information in INSTRUCTIONS FOR SNAIL MAIL section below*); however, **please note that you are solely responsible for the distribution costs of your postcards. This means that if you are mailing your postcards you must pay and budget for USPS postage & KES Mail, Inc's services. You'll have to coordinate payment directly through KES Mail, Inc.**

INSTRUCTIONS FOR PICK-UP

- Postcards are available for pick-up beginning on Monday, April 13th
- You **must** contact our representative to coordinate pick-up:

Aimee Diep

KES Mail, Inc

12616 Chadron Ave.

Hawthorne, CA 90250

Phone 310.970.8041 x203 | Fax 310.970.8046

aimeed@KESMail.com | www.KESMail.com

INSTRUCTIONS FOR SNAIL MAIL:

- Determine which Ford Snail Mail lists you'd like to use. Ford ticket buyer lists by genre & categories are available at http://fordtheatres.org/en/workbook/summer/mpr/ticket_buyers_breakdown_discipline.pdf
- Determine if you want to use your own organizational snail mail list. Confirm whether KES Mail, Inc has your list.
- Notify **Aimee Diep** at KES Mail, Inc of the quantity & lists you'd like to mail to.
- Aimee Diep will then provide you with an estimate for KES Mail, Inc service costs & USPS postage.
- Complete the order form and return to **Aimee Diep** at aimeed@KESMail.com or fax 310.970.8046.
- Coordinate payment through Aimee Diep. Please note **KES Mail, Inc only accepts payment with CREDIT CARDS.**
- Coordinate pick-up of remaining postcards through Aimee Diep.