



Marketing & Graphic Design

ADMINISTRATIVE
OUTREACH

MISSION

Administrative Outreach exists to provide affordable, professional administrative services working for and partnering with the cultural non-profit sector of the Roanoke region in a collaborative effort helping to create results in Funding • Improved programming • Attendance • Participation • Advocacy.

We do this by working with cultural non-profit organizations to promote a shared vision and investment in a vigorous and rich cultural environment that improves the quality of life for all in the Roanoke region.

VISION

Administrative Outreach can become a resource and extension of the frequently under-funded non-profit marketing departments producing materials that inform and educate the community. Through these collaborative marketing efforts we hope to compel people to participate, to make financial contributions, to volunteer their time, and ultimately advance the desirability and quality of life of the Roanoke Valley and the Blue Ridge Region.

BENEFITS

Our extensive marketing management service is provided to you cost effectively. Your organization can hire Administrative Outreach to work on projects as needed and benefit from over 25-years of combined non-profit and corporate marketing, communications, and project management experience.

CAPABILITIES

Graphic design	Planning
Logo design	Project management
Copy writing	Vendor liaison
Photo manipulation	Media placement
PowerPoint presentations	Collaborative campaign management

PROJECTS

Ads	Folders	Playbills
Annual Reports	Fundraising materials	Pledge packages
Banners	Invitations	Posters
Brochures	Letterhead	Programs
Business Cards	Loop presentations	Response letters
Catalogs	Mail inserts	Self-mailers
Counter cards	Membership brochures	Signage
Educational materials	Membership cards	Tabletop displays
Flyers	Newsletters	

For more information about our services and how we may work together please contact: LYNN DONNARY, telephone 540.224.1249. email: ldonnary@centerinthesquare.org.

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PRINT OUTPUT

We have the capacity to print color in-house for limited quantities up to 1,000 sheets two sides not to exceed 11" x 17". Limited quantities of 12" x 18" sheet size is also available.

Note that we print only those materials that have been created by Administrative Outreach

BLACK & WHITE COPIES PRINTED ONTO WHITE 28LB TEXT

SIZE	SIDES PRINTED	PER SHEET COST
8.5 x 11	one side	\$.15
8.5 x 11	two sides	\$.25
11 x 17	one side	\$.25
11 x 17	two sides	\$.35

COLOR COPIES PRINTED ONTO WHITE 28LB TEXT

SIZE	SIDES PRINTED	PER SHEET COST
8.5 x 11	one side	\$.27
8.5 x 11	two sides	\$.39
11 x 17	one side	\$.50
11 x 17	two sides	\$.75

BLACK & WHITE COPIES PRINTED ONTO WHITE 110LB CARD

SIZE	SIDES PRINTED	PER SHEET COST
8.5 x 11	one side	\$.18
8.5 x 11	two sides	\$.28
11 x 17	one side	\$.40
11 x 17	two sides	\$.60

COLOR COPIES PRINTED ONTO WHITE 110 LB CARD STOCK

SIZE	SIDES PRINTED	PER SHEET COST
8.5 x 11	one side	\$.30
8.5 x 11	two sides	\$.42
11 x 17	one side	\$1.00
11 x 17	two sides	\$1.50

All other prices negotiated by project. Prices are subject to change according to vendor price increases.

