



USAF HERITAGE OF AMERICA BAND -- **CONCERT BAND** PRINTING GUIDE

Printing Instructions – Programs

- Refer to samples provided on the band’s website
- A template (master) for the program will be provided by the band’s publicity shop
- The paper used should be of good quality, preferably medium weight (170-216 gsm, 65-80 lb cover); the printing inks used should be of good quality...color programs are best, but not required.
- Program when finished should be 4-page, 8.5”x5.5” (essentially 8.5x11 folded in half)
- Program design may be adjusted to include the optional items listed below.
- Program must contain the following:
 - Commander’s biography (provided by band)
 - Band Personnel list (provided by band)
 - Musical program (provided by band)
- Optional items include:
 - Sponsor Information
 - Businesses or individuals who contribute towards cost of printing may be acknowledged; however, USAF endorsement may not be implied

Printing Instructions – Tickets

- Refer to ticket samples (provided on the band’s website)
- Tickets should be printed for each event
- Must include:
 - The following words: **The United States Air Force Heritage of America Band**
 - Location, Date , Time and Name (if applicable) of the event
 - The following words: ***“FREE ADMISSION”***
 - The following, in small print: ***“Ticket holders are requested to be seated by 15 minutes prior to the event. Those without tickets will be admitted for available seating at this time.”***
- May include the USAF logo or band logo (provided on band’s website)
- Do not number tickets or indicate seat numbers – general seating only



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- PRINTING GUIDE (Cont.)

Additional Information

- The Band Address, Phone, Web Site and facebook url:

United States Air Force Heritage of America Band

86 Hickory Street

Langley Air Force Base, Virginia 23665-2192

(757) 764-2931 Info Line: (757) 764-2934

www.heritageofamericaband.af.mil

<https://facebook.com/heritageofamericaband>