



**Urban Tymes** is a monthly print and digital publication that spans to various parts of the U.S.

In order to be timely and keep our readers in tuned with the latest happenings and information, we require the following in order to adhere to those demands:

### **Interviews/Editorials**

Interviews/Editorials must be scheduled at least one month in advance. For the interview, the subject must have a bio, press release, or viable source for our writers to research and review prior to any interview. Editorials must contain material to cover a minimum of two pages.

Interview time will be from 20 to 40 min in length, to honor the subject's time and the writers' time.

At least three photos must be submitted to our editorial staff for review for the article/interview. We ask that photos be tasteful in content and 300 dpi. If photos are not available, a photo session may be scheduled.

Exclusivity: the contents from interview/editorial, photos and timeline will be exclusive for UTM. Same content cannot be submitted to another publication during that publishing month. If it is, UTM has the right to publish the next month, or not use altogether.

Free magazines for review is not permitted, due to previous occurrences in which the disbursal of free magazines to those interviewed resulted in its overall abuse.

### **Promotions**

Placement of promotional items on UT social media portal is subject to review and permission. Promotional content that sparks controversy, sexist or degrading to individuals is prohibited.

*UT Magazine may edit or remove any materials posted by our readers or third party entities. You must have the rights to post any items or submitted materials, and by doing so you authorize UTM (Urban Tymes Media) to use it and our third party partners for any media purpose.*

To be added to our monthly e-blast, promotional materials must be submitted two weeks in advance to: [urbantymes@hotmail.com](mailto:urbantymes@hotmail.com). Upon submittal, material will be promoted upon confirmation of payment.

Companies that submit business information and payment for UT “Networking Corner” in our publication will be added immediately to be promoted online and in next publication release.

### **Model Submissions**

UT will allow up and coming model to present themselves on a full page “tear sheet” within the publication. Cost for this presentation is a nominal \$50.00, which includes placement in magazine, online presence on our site, and in our monthly e-blast. Content for this must fall within our guidelines:

No Nudity, or overly sexual in content

Can be in B/W or Color

Must be 300 dpi

Must give photographer credit

Must sign off on Model Submission Form

### **Sponsorships**

UT participates in 4 sponsorship opportunities to events per year. These are in kind or monetary in stature. To be considered for possible sponsorship by our company, please submit press release, sponsorship information and contact information 2/3 months in advance. *(Subject to alteration depending on event and exposure parameters)*

Should you have any questions, please email them to: [urbantymes@hotmail.com](mailto:urbantymes@hotmail.com)