

TOWN OF GRANDE CACHE

Wellness and Recreation

focus



Town of Grande Cache
Department of Wellness & Recreation

Advertise your community events & programs in the
Community Guide Fall 2010/Winter 2011

&

Update contact information in the
Community Resource Directory

Deadline to submit ad for Community Guide:

Community Guide distribution date:



Wellness and Recreation

Focus

About the Community Guide

The Town of Grande Cache Department of Wellness & Recreation are producing a Community Guide twice a year. A spring/summer and fall/winter community guide is to promote non-profit community events, activities and services which have a recreation, leisure, educational, sport or cultural theme.

Guide Distribution

Distributed to every household in the Town of Grande Cache and available on-line. Copies are also sent to local businesses, community organizations and recreational facilities

How to Advertise

To have your upcoming programs and or events to be included in the Community Guide, please complete and submit the following by the following deadlines:

- ❑ Advertising Contract (as attached).
- ❑ Copy of your advertisement.

Deadline is: Monday, August 9, 2010

How to return Submission Form

By EMAIL: Krista.morrow@grandecache.ca

Which file format do I email:

- PDF format is preferred.

Plan Ahead for the Spring/Summer Guide!

Important Information for Advertisers

- ❑ Submitted information becomes the property of the The Town of Grande Cache unless special arrangements are made with the Editor at the time of submission. Keep a copy of your submission form for your records.
- ❑ Advertisements will not be taken over the phone.
- ❑ It is the responsibility of each group to notify the Editor of any change in address or contact name to whom the advertising information should be directed.
- ❑ **Camera-ready ad submissions must be emailed before the due date in order to be in the guide.**
- ❑ Proofs will be faxed or emailed to those whose ads require design or changes. If the Editor does not hear back from you by the date specified with your proof, the advertisement will run as it was sent to you. Proofs will not be sent for ads that are submitted camera-ready.
- ❑ Edits will not be accepted over the phone. All edits require a hard copy of changes.
- ❑ ***Late ads are not guaranteed a space in the guide.

Town of Grande Cache
Department of Wellness & Recreation
Community Guide Advertising Contract
Fall 2010/Winter 2011

Please return your ad and completed forms to:

Address: Town of Grande Cache, Department of Wellness & Recreation
Box 300 Grande Cache, AB T0E 0Y0

Fax: 780-827-3850

Phone: 780-827-2446

Email: Krista.morrow@grandecache.ca

Organization Name	
Contact Name	
Contact Phone number	
Contact Address	
Contact Fax	
Contact Email	

Please indicate one of the following options:

- Please repeat my ad to appear in the Spring/Summer 2011 Community Guide.
- I will send a new ad for the Spring/Summer 2011 Community Guide
- Please email me a copy of the proof
- I understand that the guide will be posted on the Town of Grande Cache website.

Deadline is: Monday, August 9, 2010

Advertising Agreement

By signing this agreement, I confirm that I wish to place an advertisement in the Fall 2010/ Winter 2011 Leisure Guide published by the Town of Grande Cache. I agree to submit electronic or camera ready artwork, as per the submission guidelines and deadlines provided.

Signature: _____ Date: _____

Community Resource Directory Update

At this time, we would also like to update the 2007/2008 Town of Grande Cache Community Resource Directory.

This publication will be available to the following:

- Businesses & non profit organizations
- May be available in Newcomer packages
- Online at the Town of Grande Cache Website
- Town office, Tourism Centre and Recreation Centre

Please provide us with the following updated information: (You may reference your organizations past information on the Town of Grande Cache website under Community Resource Directory at www.townofgrandecach.ca)

Organization Name	
Contact Name	
Phone number	
Box Number	
Town	
Postal Code	
Physical address of facility	
Fax:	
Email(s)	
Brief statement of Services or programs provided:	
Hours of Operation	
Meeting dates	
**Please add additional staff contact emails and position titles on another page if required.	

This guide is a helpful resource to have in the community!

Submission of information deadline: August 9, 2010

Community Directory Release of information:

By signing this agreement, I confirm that I wish to add and/or update my organizations contact information in the updated Town of Grande Cache Community Resource Directory published by the Town of Grande Cache. I agree to submit electronic as per the submission guidelines and deadlines provided.

Signature: _____ Date: _____