

Town of Grande Cache

Department of Wellness & Recreation

Community Guide Advertising

About the Community Guide:

Free advertising opportunity for non-profit organizations in the Town of Grande Cache bi-annual Community Guide.

About the Community Guide:

A Spring/Summer and a Fall/Winter Community Guide is created to **promote non-profit community events, programs, activities and services which have a recreation, sport, leisure, educational, cultural or community support theme.**

Submission deadlines:

The community guide is produced twice yearly with the following deadlines for submissions:

Spring/Summer Community Guide:

Deadline to submit information is January 21, 2011.

Advertises events occurring March-August 2011.

Fall/Winter Community Guide:

Deadline to submit information is June 17, 2011.

Advertises events occurring Sept. 2011-Feb. 2012.

Community Guide Distribution:

The Community Guide is distributed to every household and available on-line at the Town of Grande Cache website at www.grandecache.ca. Copies are also sent to local businesses, community organizations and recreational and tourism facilities.

Which file format to submit:

PDF format is preferred.

How to submit information:

Please send file to:

krista.morrow@grandecache.ca

For more information, please contact:

Krista Morrow, Programmer
Department of Wellness & Recreation
Town of Grande Cache
Ph: 780-827-2446
Fax: 780-827-3850

We look forward to your organization's contribution!

Important information to Advertisers:

- ✓ Please complete the attached Submission Form with your organizations updated contact information.
- ✓ The contact information provided will also be included in the Community Resource Directory within the Guide.
- ✓ Advertisements will not be taken over the phone.
- ✓ It is the responsibility of each group to notify the publisher of any changes in address or contact name to whom the advertising information should be directed.
- ✓ Submitted information becomes the property of the Town of Grande Cache unless special arrangements are made with the Publisher at the time of submission form for your records.
- ✓ Proofs will be faxed or emailed to those whose ads require design or changes. If the Publisher does not hear back from you by the date specified with your proof, the advertisement will run as it was submitted. 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.

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Please return your ad and completed form to: krista.morrow@grandecache.ca

Organization Name:	
Organization Phone Number:	
Organization Address:	
Organization Fax:	
Organization Email:	
Contact Name & Position:	
Contact Phone Number:	
Contact Email:	
Contact Fax:	
Contact Address:	
Detailed description of programs or services that your organization provides:	

Please indicate the following:

- Add the organization's contact info to the Community Resource Directory.
- Add the following contact information to the Community Resource Directory:
 Name: _____
 Phone: _____
 Fax: _____
 Email: _____
- Please email at _____ or fax me at _____ copy to proof.
- I understand that the guide will be posted on the Town of Grande Cache website.
- I will send a new ad for the Fall/Winter guide.

By signing this agreement, I confirm that I wish to place an advertisement in the Spring/Summer 2012 Town of Grande Cache Community Guide, published by the Town of Grande Cache. I agree to submit an electronic or camera ready artwork, as per the submission guidelines and deadlines provided.

Signature: _____

Date: _____