



Dear Organization,

We invite all leisure, recreation, culture, wellness and sports groups/organizations to participate in the **2019 Spring/Summer** issue of the **Tri-Municipal Region Leisure Guide**. This valuable community initiative increases community awareness and promotes many activities and hosted events in our region.

Copies of the leisure guide will be printed and made available at the Tri-Municipal Region Spring Info Night on February 21, 2019, and at various locations throughout the Tri-Region area, Acheson and Devon. In addition, the three municipalities and the TransAlta Tri Leisure Centre will participate in the distribution of the guide as well as hosting a digital copy on their websites.

We welcome pre-designed advertisements; however, please note that minor alterations may be necessary to meet our layout requirements. We will do our best to make little to no changes to pre-designed ads and we encourage you to include high resolution photos (jpeg) and your logo or other graphics that reflect your group or organization. You will be contacted when the first draft of your advertisement is available. More than 3 proofs will have an additional charge of \$25.00/proof.

In addition to this promotional opportunity, we will be including your organizational contact information in the directory section of the guide, free of charge. If you are receiving this letter and are no longer the contact person for the above mentioned group/organization please return the letter to myself or forward it to the new contact person if possible.

To support the development of the guide, a fee will be charged based on the attached *Space Options and Rate Schedule*. Please complete the attached form for your organization and submit no later than **December 12, 2018**, to Kelly Maluta at the Town of Stony Plain Office, even if you've been listed or have advertised in the past.

We look forward to working with you on the Spring/Summer issue of this valuable community initiative. If you have any questions or would like to provide feedback, please contact Kelly Maluta at 780.963.8591.

Sincerely,

Kelly Maluta, Town of Stony Plain

Tri-Municipal Region Leisure Guide

Group/Organization Information Form

Please fully complete the following form. This information will form the basis of your organization's advertisement/promotion. Mandatory fields are marked with an asterix. **

New and Returning Organizations

Please submit an electronic copy of your organizations logo as a JPEG file. (Even if you think we have it)

** Name of Organization:
** Address:
** Phone Number <i>(will be listed in the Directory):</i>
Fax Number:
** Contact Name and Phone Number:
** E-Mail Address:
Website Address:
** Program Description <i>(What does your organization do):</i>
** Other Information <i>(Program registration times & dates, Schedule, Fees, Special Events etc):</i>

All organizations that purchase space will also be included in the Directory. Please check the box that indicates which space option(s) you would like to purchase and indicate how many listings or ads you require.

SPACE OPTIONS		QUANTITY	RATES
<input type="checkbox"/>	Phone Directory		FREE
	Organization name and number will be featured in the directory.		
<input type="checkbox"/>	1/4 Page Ad		\$100.00
	3 3/4" x 4 1/2". Includes logo, contact info, program info and graphic design fee.		
<input type="checkbox"/>	1/2 Page Ad		\$200.00
	7 1/2" x 4 1/2". Includes logo, contact info, program info and graphic design fee.		
<input type="checkbox"/>	Full Page Ad		\$400.00
	7 1/2" x 9 3/4". Includes logo, contact info, program info and graphic design fee.		

Please note: if you are planning to use an ad that has been in a previous issue of the guide, please attached it with the required changes.

Deadline for submissions is **December 12, 2018**. Forms must be received by **4:00 p.m.** in order for your organization to be included in the 2019 Spring/Summer edition of the Tri-Municipal Region Leisure Guide. Information forms **MUST** be completed in full and sent in as part of your submission.

How to Submit:

E-Mail: k.maluta@stonyplain.com

In Person: Stony Plain Town Office – 2nd Floor, Community & Protective Services
4905 – 51 Avenue
Stony Plain, AB T7Z 1Y1

Additional Information Contact:

Kelly Maluta
Community Services Coordinator
Town of Stony Plain
Ph:780.963.8591

Payment Options: Cash, Debit, Visa, MasterCard, Cheque or Invoice

VISA or Mastercard

Card Number: _____

Expiry Date: _____

Signature: _____