

About the Community Handbook

The Municipality of Crowsnest Pass will continue to produce a Community Handbook twice a year. The Spring & Summer and Fall & Winter Community Handbooks are created to promote community events, activities, amenities and services which have a recreation, health, leisure, educational, sport, art or cultural theme. **Such Non-Profit Organizations and Programs can advertise for FREE.** (The ad size is at the designer's discretion. Larger ads may be purchased at rates listed below) **All Community events can also be listed in the Community Events section at no charge.**

All other such Businesses/Organizations are welcome to advertise in the handbook at the following rates*:

Ad Size	Not-For-Profit Rate	For-Profit Rate
Back Cover	\$1,000	\$1,200
Full Page	\$400	\$500
½ page ad	\$200	\$300
¼ page ad	\$100	\$200
Business Card	\$75	\$150

*rates are set in Bylaw 1023, 2019 – Fees, Rates, and Charges

Handbook Distribution

The Handbook is distributed to the community via Canada Post and will be available on-line. Copies are available at the Municipal Office and at the Community Services Office located in the MDM Community Centre.

How to Get Involved?

To have your facility events (i.e. community or fundraising event) or your organization's contact information included in the Community Handbook, please complete and submit the following forms by the **June 28, 2019** deadline:

- Program/Event Information Form (attached)
- Community Resource Directory Listing Form (attached)
- Photo Release

How to return Submission Form

By email: communityguide@crowstnepass.com

Which file format do I email?

- Completed ads can be submitted in PDF, InDesign, Illustrator, eps, jpg & must be submitted in the correct size (see chart below)
- Please email your logo or photos separately
- Logos and photos will only be included in paid ads
- Ads can be designed free of charge, please submit the information in Word format (images sent separately).

Ad Size	Ad Specs
Back Cover	8.5"w x 11"h (+0.25" bleed)
Full Page	8"w x 10"h
½ page ad	8"w x 4.9"h
¼ page ad	3.9"w x 4.9"h
Business Card	3.9"w x 2.4"h

Important Information:

- Submitted information becomes the property of the Municipality of Crowsnest Pass unless special arrangements are made with the Editor at the time of submission.
- Advertisements and edits will not be taken over the phone. Please email.
- 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.
- Upcoming programs and events must be submitted or emailed before the due date in order to be in the handbook.
- Proofs will only be provided via email for purchased ads only. 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". **Proofs will not be sent for free ad space.**
- *Late ads are not guaranteed a space in the handbook. Information may be modified depending on space available in the Community Handbook.

Submission Deadline: June 28, 2019.

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Department of Community Services
Municipality of Crowsnest Pass

Programs Information Form

Fall & Winter 2019-2020

Organization Name	
Contact Name	
Contact Phone Number	
Contact Address	
Organization website	
Contact Email	
FACEBOOK	
Program Description (editor may edit content to fit space)	

Form Authorization:

I authorize the Municipality of Crowsnest Pass to publish the above information in the Fall & Winter 2019-2020 Community Handbook. I agree to submit upcoming program and event information, as per the submission guidelines and deadlines provided.

Signature: _____ Date: _____

Please return completed forms to:

Kim Lewis, RSW
FCSS Programmer, Municipality of Crowsnest Pass
Box 600, Blairmore, AB T0K 0E0
Ph: 403-563-2207 Email: communityguide@crownsnestpass.com

Submission Deadline: June 28, 2019

Department of Community Services
Municipality of Crowsnest Pass

Events Information Form
Fall & Winter 2019-2020

Event Name	
Date of Event	
Contact Phone Number	
Location of Event	
Brief Description of Event (maximum 30 words, editor may edit content to fit space)	

Form Authorization:

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Community Resource Directory Listing Form

Fall & Winter 2019-2020

Included in the Community Handbook is a Resource Directory listing community groups and organizations. If you wish to be included in this listing, or if your information has changed, please complete the following form and return to communityguide@crowstpass.com

Organization Name	
Contact Name	
Phone	
Physical address of facility	
Organization website	
Email	
FACEBOOK	

This handbook is a helpful resource for the community!

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SUBMITTING A PHOTO TO USE?

Municipality of Crowsnest Pass Photograph Waiver

Please complete the below information.

Photo Information

Photo Description _____

Photographer Name _____

Where was photo taken _____

Name submitting photo _____

Home Address _____

City Province Postal Code

(____) _____
Daytime Phone

(____) _____
Cellular Phone

(____) _____
Home Phone

E-mail Address

I agree that this photo may be used for the purposes of the Spring & Summer 2019 Community Handbook, published by the Municipality of Crowsnest Pass and will be available online.

Signature

Date

TERMS AND CONDITIONS, AND RELEASE

Photography/Video Release

(name)

authorizes the Municipality of Crowsnest Pass to use the described photographs in the Municipal Marketing initiatives such as the Community Handbook, event posters, email blasts, Facebook and Website without charge solely for the purpose of promotional materials in connection with the Municipality of Crowsnest Pass.

Initial

This release shall be binding upon the participant, the undersigned and the estates of the participant and the undersigned. I have read and understood the above waiver & release.

Signature

Date