

# COMMUNITY GROUPS SUBMISSION FORM

Please complete this form and send in with your ad.



**OFFICE USE ONLY:**

Date Received: \_\_\_\_\_

## SUMMER ISSUE ADVERTISING DEADLINE: MARCH 26, 2023

**Key Coordinator,** Community Services Department, Victoriaville Civic Centre,

**IN PERSON:** 111 Syndicate Ave S., Thunder Bay ON P7E 6S4

**BY MAIL:** PO Box 800, Thunder Bay ON P7C 5K4

**Email:** kristi.lees@thunderbay.ca

LEGAL NAME OF COMMUNITY GROUP / ORGANIZATION

**SPACE PREFERENCE:** \_\_\_\_\_ page (Subject to availability)

**Has the ad you are submitting for The Key run previously in another issue and requires no changes?**

YES  NO If yes, which issue? (season, year) \_\_\_\_\_

**Will you be providing the text for your ad?**  In Person  By Email  If by email, has it been sent?

**Do you require a proof of your submission?**  YES  NO

Email Address: \_\_\_\_\_ or Telephone Number: \_\_\_\_\_

- Please note that less than 48 hours are provided for proofing your ad.
- Proofing for spelling and grammatical errors is the responsibility of your Community Group/Organization.

**Are you interested in being listed under the COMMUNITY CONTACT SECTION?** (located on the last page) for an additional \$4.00 + H.S.T.?  YES  NO

**Indicate ONE category for listing in the INDEX:**  CULTURE  RECREATION  SPORTS  EDUCATION

**Provide ONE telephone number you would like listed:** \_\_\_\_\_

### CONTACT AND BILLING INFORMATION:

Indicate where you can be reached if there are any questions regarding your submission:

NAME (PRINT)	ADDRESS			
CITY	POSTAL CODE	TELEPHONE	FAX	EMAIL

NOTE: Outstanding balances are subject to 1.25% interest per month, compounded and payable monthly, not in arrears, to an equivalent annual interest rate of 16.07%. A \$25.00 fee will be charged for any NSF or returned cheques.

### PLEASE CHECK ( ✓ ) APPROPRIATE BOX

#### STANDARD ADVERTISING RATE:

- |                                       |                               |                        |             |
|---------------------------------------|-------------------------------|------------------------|-------------|
| <input type="checkbox"/> FULL PAGE    | (6 inches x 9.416 inches)     | \$516.00 + \$67.08 HST | = \$ 583.08 |
| <input type="checkbox"/> HALF PAGE    | (6 inches x 4.708 inches)     | \$258.00 + \$33.54 HST | = \$ 291.54 |
| <input type="checkbox"/> QUARTER PAGE | (2.958 inches x 4.708 inches) | \$129.00 + \$16.77 HST | = \$ 145.77 |

#### NON CAMERA READY FEE

\$50.00 per ad ( if edits size changes or design work is required)

#### COMMUNITY CONTACTS LISTING:

\$4.00 + \$ .52 HST = \$ 4.52

**TOTAL (A):** \_\_\_\_\_

**TOTAL (B):** \_\_\_\_\_

**TOTAL (C):** \_\_\_\_\_

**GRAND TOTAL:** \_\_\_\_\_

#### PAYMENT METHOD

**OFFICE USE ONLY**

\_\_\_\_\_ Page \$ \_\_\_\_\_

\_\_\_\_\_ Listing \$ \_\_\_\_\_

\_\_\_\_\_ H.S.T. \$ \_\_\_\_\_

\_\_\_\_\_ Total \$ \_\_\_\_\_

ACCT # 461840-43111  
# 215000-00051

**PAID:**

Cheque # \_\_\_\_\_

Debit  Visa

Mastercard

Date Paid: \_\_\_\_\_

**NOTE:** Please attach a copy of all receipts to this form for verification.

If paying by credit card please call 625-3691. Please do not write your credit card # on this form. If paying by cheque attach here. Please ensure that the name of your group/ organization is noted on the cheque.

In order to be invoiced, Community Groups or Agencies require a credit bureau check and approval through the City's Revenue Division. Otherwise prepayment is needed when submitting a Key Ad. Without payment, ad will not be accepted or placed in the Key.

**• MAKE CHEQUES PAYABLE TO THE CITY OF THUNDER BAY •  
• TO PAY WITH CREDIT CARD, CALL 625-3691 •**

**I, the undersigned, am the principal owner/shareholder/individual representing the legal name above and I accept full responsibility for the account and hereby personally guarantee any debts incurred on this account.**

NAME (PRINT)	SIGNATURE	DATE
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**DISCLAIMER:** Advertising in The Key is open to groups and organizations offering community programs related to recreation and education. It does not serve as an endorsement of these programs. The member agencies of the Joint Advertising Committee are not responsible in any way for the programs and services listed in the Community Groups Section.

**Due to COVID 19 all payments need to be made over the phone, as offices are closed to the public for taking payment in person.**



# THUNDER BAY'S GUIDE TO COMMUNITY PROGRAMS & SERVICES COMMUNITY GROUPS



**DATE:** March 6, 2023

**TO:** Community Groups and Organizations

**FROM:** Key Coordinator  
Community Services Department, Victoriaville Civic Centre  
111 Syndicate Ave S, Thunder Bay ON P7E 6S4  
E-mail: kristi.lees@thunderbay.ca Tel: 625-3388 Fax: 625-3395

**Subject: THE KEY – SUMMER 2023**  
*(released to the public the weekend of May 12, 2023)*

The Key is produced by the agencies that make up the **Joint Advertising Committee:** Confederation College, Canada Games Complex, Recreation & Culture Division, Thunder Bay Catholic District School Board, Lakehead Public Schools, and CSDC des Aurores Boreales.

The Joint Advertising Committee has provided a section in **The Key** for use by Community Groups that provide programs and services related to **recreation** and **education**. The size of the Community Groups Section varies from issue to issue depending on the availability of space after the needs of the member agencies of the Joint Advertising Committee are met.

## IMPORTANT – PLEASE READ BEFORE SUBMITTING YOUR AD

- Camera-ready ads must be submitted in a PDF or JPG format in the correct size with **NO** colour. **No RGB files are accepted. This includes no alterations needed.**
- Your ad copy must be **TYPED** and accompanied by a completed **COMMUNITY GROUPS SUBMISSION AND BILLING FORM**. Ads will not be accepted if the form is missing, not signed or otherwise incomplete. New applicants who wish to be invoiced must fill out a **CREDIT CHECK INFORMATION FORM**. Applicants who do not have credit approval, must prepay for their submission, prior to it being considered.
- A contact telephone number must be included in the content of your ad.
- There are restrictions on reverse-outs. Only standard borders are allowed. Call for details.
- There are no guarantees to where your ad will be placed within the section. However, effort will be made to put each ad with similar programs.
- Due to the high volume of submissions for The Key, **ads will be taken on a first-come, first-served basis.** This is to ensure an equal opportunity for all Community Groups to be part of the publication.
- Rates are listed on the **COMMUNITY GROUPS SUBMISSION FORM**. Based on your method of payment, you will receive an invoice or receipt after The Key is delivered to city homes.
- The Joint Advertising Committee cannot guarantee that any Community Group will receive the space requested.
- The Joint Advertising Committee reserves the right to edit ads (copy and size) as needed to facilitate production of The Key. You will be contacted if significant changes are needed.
- Any issues or disputes related to advertisements in the Community Groups Section will be brought before the Joint Advertising Committee for review.

## DEADLINE DATE FOR SUBMISSION OF COPY IS 4:00 P.M., MARCH 26, 2023