

Active Living Guide Community Page Submission Guidelines

The Active Living Guide Community Page promotes the services and events of eligible community groups at no cost. Groups include New Westminster non-profit social service agencies, arts and culture organizations, or minor sports organizations physically located in the City and who primarily serve City residents.

SUBMISSIONS OPEN FOUR TIMES EACH YEAR

Issue	Active Living Guide Term	Submission Timeframe
Winter	January - March	October 1 - 15 annually
Spring	April - June	January 1 - 15 annually
Summer	July - August	March 15 - 30 annually
Fall	September - December	July 1 - 15 annually

TWO TYPES OF SUBMISSION ARE AVAILABLE

TEXT ONLY SUBMISSIONS

The Marketing Team will format your submission for you. You will provide:

- Title (*up to 30 characters*)
- Description (*up to 250 characters. Include locations, fees, etc. here.*)
- Email Address (*optional, must not be personal*)
- Phone Number (*optional, must not be personal*)

Website (*optional*)

SAMPLE

Queen's Park Running Club

Runners enjoy a 50+ minute run with motivating companionship from Club members. Groups are formed by skill level and training goals. Tuesday & Thursday, 7:00 pm. Sunday 8:00 pm.
Membership Fee: \$35.00 annually

queensparkrwc@gmail.com

GRAPHIC ONLY SUBMISSIONS

Graphics should include all relevant information. They must be:

- 3.625 in x 1.825 in (1088 px x 563 px)
- No Bleed
- 300 ppi
- JPG, JPEG, or PNG

Please hire a professional designer or submit a text only add if you don't understand these requirements.

SAMPLE

