

SQUARES AROUND VICTORIA

Print Post Approval No PP 342174/00001

USEFUL INFORMATION FOR REPORTERS

Issue 06 - February 2012

THIS BOOKLET CONTAINS

Item	Page
Guidelines	2
Club News Template	3
Club Diary Entry Templates	3
Non Weekly Clubs	3
Advertising Booking Form	4
Advertising Template 1/2 Page	5
Advertising Template 1/3 Page	5
Advertising Template 1 Page	6
Contact Details	7
Time deadlines for 2012	8



Squares Around Victoria
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Phone 9308 0190 E-mail sav.editor@gmail.com
Reg: A0005828F ABN 83 174 149 517

Reports:

These should be submitted **NO Later than 21st of each month**, limited to 150 words and contain Club News only.

Advertising is not permitted in this section.

Allowances are made when upcoming events are commented upon.

Example –

Remember Our Birthday is next month (*See our advert in this issue*) or (*see dates to remember*) This Is Permitted.

Or:-

A sentence such as “*Come to our Birthday at our usual Hall on Sunday 12th March at 7.30pm*” is Not Permitted.

There are two versions of the SAV

1 is the printed one that we all know, this is hardcopy and we have printer slots to meet. This is a mono colour one to keep costs down. Only the cover is in colour print.

2 The other is the Web Version:- this is a Colour Version and can be downloaded. However, this copy only comes out 1 month after the Hard Copy one is posted.

The contents will be the same but may also contain Club Reports that have been received late and any corrections that may have been brought to our attention.

Advertising:

Advertising for the next issue must be to us **by the 14th of the month** prior. The reason for this is that we know how many pages we will need and can set out the template.

Also, we have a new system for Advertising in the SAV.

So that we can be sure of exactly what you want and when you want it. We now have a “SAV Advertising Booking Form”

A copy is attached and additional copies are available from the “Forms” page on our website (www.vsda.org.au)

Before we can accept any adverts, this form must be filled out and accompany the advert copy.

Advertising Responsibility:

Please check your advertisement on the first insertion and bring any errors to the attention of the SAV editor.

While every effort is to avoid errors is made, we can not be responsible for any errors beyond the first insertion if you fail to bring it to our attention.

No allowances can be made for errors not materially affecting to basic effectiveness of the advertisement.

The positioning of any advertisement can not and will not be guaranteed.

All advertising is accepted subject to the availability of space and we reserve the right to restrict or revise any advertisement we deem objectionable or offensive.

In the event an advertisement is omitted from publication, we assume no liability for such omission.

CLUB NEWS Heading & Reports

CLUB NAME
Area

Caller: *(Insert Name)*

Phone:

CLUB NEWS TEMPLATE

Club news is to be no larger than 150 words (Arial 9pt) and fit into this area

DIARY ENTRY

CLUB NAME
Location

Caller: *Caller Name*
Cuer: *Cuer Name*

Phone
Phone

Hall, Street, Suburb, *(Melways)*.
Frequency, Level, Time Other

NON WEEKLY CLUB DATES

Club	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

SAV & Website:

Each Club has a page on our website and Pdf's Copies of your adverts placed in the SAV will be placed upon your Club Page.

Should Clubs like to have more details on their web page, Please contact the Webmaster at webmaster@vsda.org.au and I am sure you can be accommodated.

This is a Free Service provided by the Victorian Square Dancing Association to all clubs in order that the dancers can be as informed as possible.

Squares Around Victoria (SAV)

Advertising Booking Sheet

As at March 2010

I wish to book the following advertising space in the SAV

inside covers			
1/6 page	\$ 50.00	<input type="checkbox"/>	one year / 10 issues
1/3 page	\$ 100.00	<input type="checkbox"/>	one year / 10 issues
2/3 page	\$ 200.00	<input type="checkbox"/>	one year / 10 issues
full page	\$ 300.00	<input type="checkbox"/>	one year / 10 issues

editorial pages			
Size	full price	2 issue	3 issue
1/3 page	\$20.00	\$38.00	\$54.00
1/2 page	\$30.00	\$57.00	\$81.00
Full page	\$50.00	\$95.00	\$135.00
<i>(Other options are available on request)</i>			

issues being	(please tick (✓) the months required)			
February	<input type="checkbox"/> May/June	<input type="checkbox"/> august	<input type="checkbox"/> October	<input type="checkbox"/>
March	<input type="checkbox"/> July	<input type="checkbox"/> September	<input type="checkbox"/> November	<input type="checkbox"/>
April	<input type="checkbox"/>		<input type="checkbox"/> December	<input type="checkbox"/> January

Function Title	_____		
	<i>(Attach Copy of Advertisement to this Form)</i>		
Club	_____		
Postal	_____		
Address	_____		
Suburb	_____		
State	_____	Postcode	_____
Phone contact	_____	_____	
	(area code)	(number)	
E-mail contact	_____		
	Signed / Authorised by _____		
	Date _____ / ____ / ____		
An Interactive form can be obtained from or website www.vstda.org.au			

ADVERTISING SIZES

1/3rd Page Template

For those who wish to do their own advert, this template is available in Publisher Format from our website at www.vsd.org.au

ADVERTISING SIZES

1/2 Page Template

For those who wish to do their own advert, this template is available in Publisher Format from our website at www.vsd.org.au

Complaints resolution:

The SAV and the Web are all done by volunteers and are human, While every care is taken there is always that human factor to consider.

So if a Report or Advertisement does not appear as intended, please let us know as soon as possible.

There is not much point in advising us that an advertisement was not correct if it has been running for several issues or the event has come and gone.

ADVERTISING SIZES

1 Page Template

For those who wish to do their own advert, this template is available in Publisher Format from our website at www.vsga.org.au

CLUB REPORTER CONTACT DETAILS

There may be times that we need to contact you in regards to your advert or report.
Or even to send you a reminder that a report is due.
Please fill out the following details and sent to us.
Your help is appreciated.

CLUB NAME:

Reporter Name:

Reporter Email:

Reporter Phone:

Mailing Address *(Only if no email available)*.

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Our Details:

Squares Around Victoria
25 Moir Drive
Roxburgh Park Vic 3064

Phone: 03 9308 0190

E-mail: sav.editor@gmail.com

Copies of all these forms are available from our website

Issue Dates and Deadlines for 2012

Issue	Adverts Close	Reports Close	Posting Dates
Jan/Feb 2012	14th January 2012	21st January 2012	6th February 2012
March 2012	14th February 2012	21st February 2012	5th March 2012
April 2012	14th March 2012	21st March 2012	2nd April 2012
May 2012	14th April 2012	21st April 2012	7th May 2012
June/July 2012	14th June 2012	21st June 2012	2nd July 2012
August 2012	14th July 2012	21st July 2012	6th August 2012
September 2012	14th August 2012	21st August 2012	3rd September 2012
October 2012	14th September 2012	21st September 2012	5th October 2012
November 2012	14th October 2012	21st October 2012	5th November 2012
December 2012	14th November 2012	21st November 2012	3rd December 2012

Posting dates are for maximum time allowed. If no problems arise in editing the issue, mailing will be done earlier in most cases.

