



# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## ADVERTISING SUBMITTAL FORM for the January-April 2022 Activity Guide

**Artwork and Payment Deadline: October 8, 2021**

The Highlands Ranch Community Association (HRCA) tri-annual *Activity Guide* informs residents of all HRCA recreational and educational activities and events in the community. The *Activity Guide* is mailed to all households within Highlands Ranch. The *Activity Guide* is also available online at [HRCAonline.org/activityguide](http://HRCAonline.org/activityguide) and at all four Highlands Ranch recreation centers, which average 5,000 visitors daily.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

### AD RATES AND SIZES

All ad rates are for one Guide issue. Please choose your ad size:

#### Premium Placement

<input type="checkbox"/> Half page back cover	\$3,000	Size:	Live: 7.75" x 4.75"
<input type="checkbox"/> Half page inside wrap	\$2,500	Size:	Live: 7.75" x 4.75"

#### Standard (inside pages)

<input type="checkbox"/> One-half page ad	\$2,000	Size:	Live: 6.875" x 4.75"
<input type="checkbox"/> One-third page ad	\$1,500	Size:	Live: 6.875" x 3.125"
<input type="checkbox"/> One-sixth page ad	\$ 750	Size:	Live: 3.25" x 3.125"

**Returning Advertisers:**  Check this box if you would like to use the same artwork as published in the last Activity Guide.

- Your ad space request is processed and reserved on a "first come, first serve" basis. All advertising must be paid in advance.
- Ad placement is contingent upon space availability.
- Community Partners receive advertising discounts and first option to upgrade ad for a fee. For information on our Community Partner program, call 303-471-8828.
- The HRCA reserves the right to refuse any advertisement that it deems offers programs, activities, or services in competition with those provided by the HRCA, or for any other reason.
- We do not provide design services.

### ARTWORK SPECIFICATIONS

- Color: All ads are full color.
- File Formats: High resolution PDF file formats are preferred. High resolution jpeg files are also accepted.
- Fonts: Please convert text to outlines when possible.
- No bleeds are necessary.

### SUBMITTING AD AND PAYMENT

Please submit artwork, full payment, and a completed Submittal Form by the deadline. Artwork must be submitted electronically via email or on a disk. Accepted forms of payment are: cash, check, Visa, Mastercard, Discover, and American Express. Please make checks payable to: Highlands Ranch Community Association (HRCA).

#### Submittal Contact Information:

HRCA, Attn: Activity Guide • 9568 University Blvd. • Highlands Ranch, CO • 80126  
Email: [laurie.harrison@hrcaonline.org](mailto:laurie.harrison@hrcaonline.org) • Phone: 303-471-8863 • Fax: 303-791-6705