

Organization _____ Main contact _____

Mailing address _____
 Street address City Province Postal code

Email address _____ Phone number _____

Step 1: Choose the two-week period you would like your screen to appear.
 The Rec and Culture Network screens are updated every 2nd Tuesday and **will be accommodated subject to demand**. Your screen will be posted for a maximum of two weeks.

2021	<input type="checkbox"/> Mar 9 – Mar 22	<input type="checkbox"/> June 15 – June 28	<input type="checkbox"/> Sept 21 – Oct 4
<input type="checkbox"/> Dec 29 – Jan 11	<input type="checkbox"/> Mar 23 – April 5	<input type="checkbox"/> June 29 - July 12	<input type="checkbox"/> Oct 5 – Oct 18
<input type="checkbox"/> Jan 12 – Jan 25	<input type="checkbox"/> April 6 – April 19	<input type="checkbox"/> July 13 – July 26	<input type="checkbox"/> Oct 19 – Nov 1
<input type="checkbox"/> Jan 26 – Feb 8	<input type="checkbox"/> April 20 – May 3	<input type="checkbox"/> July 27 – Aug 9	<input type="checkbox"/> Nov 2 – Nov 15
<input type="checkbox"/> Feb 9 – Feb 22	<input type="checkbox"/> May 4 – May 17	<input type="checkbox"/> Aug 10 – Aug 23	<input type="checkbox"/> Nov 16 – Nov 29
<input type="checkbox"/> Feb 23 – Mar 8	<input type="checkbox"/> May 18 – May 31	<input type="checkbox"/> Aug 24 – Sept 6	<input type="checkbox"/> Nov 30 – Dec 13
	<input type="checkbox"/> June 1 – June 14	<input type="checkbox"/> Sept 7 – Sept 20	<input type="checkbox"/> Dec 14 – Dec 27

- Step 2:** Design your screen.
- All screens are subject to review and approval by Strathcona County prior to posting.
 - Guidelines for the screens can be found at: www.strathcona.ca/rcnetwork
 - Files must be provided as follows:
 - Image: JPEG format, 1920 x 1080 pixels. The tv screens are 55”.
 - Video: MP4 format, 1920 x 1080 pixels, no sound
 - All screens must be provided to Strathcona County at least 2 weeks prior to the first booking date

Description of screen: _____
 (E.g. Tournament hosted at Millennium Place in October, register today)

Step 3: Determine the total fee. **Each 2-week period is \$24.50** (includes GST).

of 2-week periods X \$24.50 = **TOTAL**
 (incl GST)

Payment Information

To protect the security of your financial information, we will no longer accept request forms with credit card information.

<input type="checkbox"/> Receipt required <input type="checkbox"/> Receipt not required	Total payment submitted \$
<input type="checkbox"/> Cheque: mail to the address above <input type="checkbox"/> Credit Card: call 780-467-2211 to pay <input type="checkbox"/> Online: call 780-467-2211 for payment instructions	Payment is required prior to your screen being posted.

Step 4: Please submit a copy of your completed request form to rcnetwork@strathcona.ca.

Collection and Use of Personal Information

Personal information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used to manage and administer The Rec and Culture Network – digital advertising program. If you have any questions about the collection, use or disclosure of this information, contact the Manager, Finance & Business Operations, Recreation, Parks and Culture, Strathcona County at 780-467-2211.