The Rec Network – Digital Advertising Request

Recreation, Parks and Culture, 2025 Oak Street, Sherwood Park, AB T8A 0W9 **Phone** 780-467-2211
Mail: Recreation Administration Office, 2001 Sherwood Drive, Sherwood Park, AB T8A 3W7

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 Network screens are updated every 2nd Tuesday. **The Rec Network screens will be accommodated subject to demand.** Your screen will be posted for a maximum of two weeks at Millennium Place and Ardrossan Recreation Complex.

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

☐ Receipt required ☐ Receipt not required	Total payment submitted $
☐ Cheque: mail to the address above ☐ Credit Card: call 780-467-2211 to pay ☐ 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 recreation@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 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.