



Recreation and Culture
 P: 780-962-7579
 E: bookings@sprucegrove.org

Big Sky Electronic Billboard Request

Commence message (as per your Rental Contract)			Cease message (as per your Rental Contract)		
Monday		10 a.m.			10 a.m.
(Day of the Week)	(Month, Day)	(Time)	(Day of the Week)	(Month, Day)	(Time)
Billboard Selection		Campsite <input type="checkbox"/>	Century Crossing <input type="checkbox"/>	Calahoo East <input type="checkbox"/>	Calahoo West <input type="checkbox"/>

Contact Information	
Ad Title:	
Name of Organization:	
Contact Name:	Title:
Phone:	E-mail:
Society / Not-for-profit number:	

Advertisement Content	
Three lines of text (recommended no more than 30 characters per line including spaces)	# of Characters
1. _____	_____
2. _____	_____
3. _____	_____
Phone Number: _____ Web Address: _____	
Include Facebook Icon: Yes <input type="checkbox"/> No <input type="checkbox"/> Include Twitter Icon: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Graphic Dimensions and Requirements	
Graphics can be emailed to recreation@sprucegrove.org	
<input type="checkbox"/> Logo or <input type="checkbox"/> Photo	- 200 pixels X 200 pixels - RGB - Minimum 72 dpi - JPG format
<input type="checkbox"/> Complete ad	- 800 pixels high X 400 pixels wide - Minimum 72 dpi - horizontal format (landscape)

Acknowledgement of use:	
I, _____, have the proper permission from the named organization to utilize the submitted logo or photo for this electronic billboard advertisement.	
Signature: _____	Date: _____
Community Group Advertisements on the Electronic Billboard are not confirmed until a contract has been signed and returned to Recreation Services. For further information please call 780-962-7579. Please email your completed form to bookings@sprucegrove.org .	

FOIP Clause - This information is being collected under the authority of section 33(c) the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to administer the City of Spruce Grove community group electronic billboard advertising program. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-962-2611.