

Advertising in the AVPS Newsletter

updated February 2015

The Ascot Vale Primary School Newsletter is distributed on a regular basis during the school term. The newsletter comprises important information relevant to the home-school partnership. It is a tool to keep parents and the greater school community informed on a regular basis.

The newsletter is distributed on a Wednesday every fortnight. **The cut-off time/date for advertising submissions is 12 midday on the Friday beforehand. Any requests received after the deadline will appear in the next edition.** All advertisement requests are subject to approval by the school; this may take up to a week. Please ensure adequate time is allowed for this process.

Cost:

- **\$20 per edition for half page**
- **\$40 per edition per full page**

Advertising specifications:

- **Advertisements MUST be provided as ONE attachment in PDF Format** - Non-PDF attachments will not be accepted.
- **The PDF must not exceed 500k.**

Procedure:

1. Send an email 'request to advertise' to ascot.vale.ps@edumail.vic.gov.au along with an attachment of the advertisement in PDF format for approval. Approval may take up to a week.
2. **Please copy the text box below, paste it to the body of the email and fill out the information.**

<u>REQUEST TO ADVERTISE IN AVPS NEWSLETTER</u>	
Name of person requesting to advertise:	_____
Business Name:	_____
Email: _____	Tel: _____
Place 'X' where applicable:	Half Page Full Page
Number of editions requested:

3. An email will be sent indicating approval or non- approval along with a request for payment.
4. Contact the School Office on 9370 6507 to arrange payment.
5. A copy of the Newsletter will be emailed to the person arranging advertising on the day of distribution: Wednesdays fortnightly.