

10 October 2017

## Submission of Information for the 2018 Annual

*Note: The only email address to be used for the 2018 Annual is  
**a19can@persona.ca***

**The deadlines for clubs and districts for the 2018 Annual are as follows:**

<b>December 9, 2017</b>	Submission of <b>District information</b> by District Reps: District Tournaments Listing District Executive 2017 District Champions Dates, Time and Location(s) of 2018 District Meetings Dates, times and Locations of 2018 District Playdowns
<b>January 22, 2018</b>	Corrections and/or changes to District information (approval/revision of galley proof)
<b>January 29, 2018</b>	Submission of plain text copy or ad set-up for <b>Club ads</b>
<b>March 1, 2018</b>	Tentative deadline for all/any <b>minor</b> changes (may change depending on date of OLBA Spring meeting)
<b>May 1, 2018</b>	Deadline for changes to online files

- Upload to the OLBA website of draft district listings will begin as early in January as possible.
- The consolidated provincial listing will be prepared and uploaded as soon as approvals of all individual district listings are received.
- **Club Listings:** Any changes to Club Listings (club information that follows list of tournaments) should be sent **absolutely no later than March 1, 2018**. Any changes received after that date may not appear in the printed version of the 2018 Annual.

### **NOTE:**

1. One of the goals of uploading files to the web site in early January is to allow clubs and districts time to proof read the information and submit changes by the end of February.
2. Please do not wait to get a copy of the book at the Spring meeting to notify the Editor of changes/errors/omissions.
3. If necessary, **clubs should appoint one member** to review the draft online listings (district, consolidated provincial and youth/novice) and to submit changes.

## INFORMATION ABOUT CLUB ADS

**CLUBS THAT DO THEIR OWN AD SET-UP** are requested to use the appropriate template (full-page, half-page, quarter-page), or base the ad on the following dimensions.

Full page:	4-1/2" width, 7" height
Half-page:	4-1/2" width, 3-1/2" height
Quarter-page:	4-1/2" width, 2-3/4" height

Ads that are set-up by the Editor will also use these dimensions. Clubs are asked to bear in mind the page size when submitting ad copy:

- Too much copy will result in a smaller font size (harder to read)
- Too much copy may require that a half-page ad go to a full-page

### Ad set-up:

- *Use as little formatting as possible and do not include tables in the ad copy* for clubs that want the editor to do set-up.
- Clubs that do their own set-up can submit copy in Word, .pdf or .jpg; if neither .pdf nor .jpg allow changes at the editing end of the process; any changes will require that the club re-submit a correct copy.
- *Ad may include colour* in the online version; for the book the Annual is printed in *grey-scale*. Clubs that opt to include colour in their ads should *test the copy* to make sure that the ad is easily read in grey-scale, as that is how it will appear in the printed version.
- *Ads may include graphics or pictures* provided that the ad size remains constant. **Test any graphic or photo in grey-scale** to ensure quality.

Any questions or concerns, get in touch with me and we'll work out the ad requirements together.

Best wishes as always,

Jan Bauer  
Editor  
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