

Steveston Community Society Newsletter Guidelines

The purpose of this newsletter is to promote the Steveston Community Centre, and the community of Steveston in general. It is published four times a year. Our goal is to provide information to the community about the people and activities at the community centre, and to share stories about common interests, history, local personalities and events in the broader Steveston community. This newsletter is created by and for the members of the community.

Newsletter Schedule

Issue	Main Theme?	Submission Deadline	Production Deadline	Postal Delivery	Circulation
Mar-May	Spring at SCC/SFAM Opening	February 15	February 21	February 28	7,500
June-Aug	Salmon Festival/Summer at SCC	May 15	May 21	May 28	13,500
Sep-Nov	SF Thanks/Fall at SCC	August 15	August 21	August 28	7,500
Dec-Feb	Christmas in the Village Winter at SCC/Winter SFAM	November 15	November 21	November 28	7,500

ALL dates are approximate and flexible to change. Printer requires 5 working days to produce and deliver to Canada Post.

Submission Deadline is final date to get articles/photos in from all sources. Allow 1-2 weeks for editing, design/layout, proofing.

Production Deadline is final date to deliver to printer; Postal Delivery is the date printer drops off at Canada Post.

Circulation

The eight page newsletter is printed by Stereo Printers and mailed through Canada Post.

13,500+ distribution are to V7E postal codes.

Boundary: Steveston Village, Francis Road to Gilbert Road.

7,500+ distribution are to a minimum of 14 carrier routes within the immediate Steveston area. Boundary: Steveston Village, No. 2 Road to Steveston Highway.

Circulation includes all houses, apartments, PO Boxes, farms and businesses.

In addition, Steveston Community Society distributes +/-500 copies to various businesses in the village.

Newsletter Content

Primary emphasis will be given to the activities, events, staff, and volunteers of the Steveston Community Centre, then to the surrounding community. Submissions will come from community centre coordinators, Society board of directors and committees, partner organizations, and from the public. Regular features will or may include:

Cover Story – Main Theme issue and/or current buzz in Steveston

President's Message

McNulty's Meanderings – historical stories about Steveston: people, buildings, etc.

Volunteer Corner – volunteer news, info, thank you's, calls for help etc.

"Around the Community Centre" (centre spread) – features newsworthy events, activities, staff profiles, board news, library news or generally whatever's current. Each program area will get a separate heading: i.e. Fitness, Racquets, Seniors, Preschool, Youth. Society committees, projects or events such as Steveston Farmers & Artisans Market may have a regular column depending on available space

Essential People of Steveston – an essential component.

Around the Village – for other Steveston groups i.e. Gulf of Georgia, other non-profits, ANAF, RCMP etc.

Artists in Steveston – an opportunity to profile a Steveston artist.

The Back Page – continuation of Around the Village; misc. other info; Board of Directors listing; Event Calendar – basically any leftover bits we don't know where else to put...

Newsletter Submissions

Newsletter submissions may be made to:

Christine Durgo, Editor editor@stevestoncommunitysociety.com or phone 604-377-6926;

by mail or drop off to the Steveston Community Centre Attn: Newsletter Committee 4111 Moncton Street, V7E 3A8;

Design and Layout Editor: Janice Froese, jfroese@richmond.ca or 604-238-8094