

48 WASHINGTON STREET, SOUTH RIVER, NEW JERSEY 08882

SOUTHRIVERNJ.ORG

COMMUNICATIONS DEPARTMENT

(732) 257-1999

The Borough of South River aims to inform residents of community events taking place within the Borough. To be considered for inclusion in our Community Calendar, please fill out this form. Please consult the Communications Policy for complete details on eligibility and requirements. To read the full details, visit: <http://southrivernj.org/communications/policy/>.

CONTACT INFORMATION

Date: _____

Name of Applicant: _____

Name of Organization You Represent: _____

Address: _____

Town: _____ State: _____ ZIP: _____

Phone Number: _____ Email: _____

Organization website: _____

MONTHLY BUZZ PUBLICATION?

Do you want to be featured in the Monthly Buzz?

 YES **NO**
 JANUARY **FEBRUARY** **MARCH** **APRIL** **MAY** **JUNE**
 JULY **AUGUST** **SEPTEMBER** **OCTOBER** **NOVEMBER** **DECEMBER**

Note: Each community organization, as defined by the Communications Policy, is permitted 2 event submissions (2 separate events in two publications or 1 event spanning two months) to be published per calendar year.

OTHER REQUIREMENTS

- We ask that you submit an "Event Image" and an "Event Flyer." Please see "Sample Flyer" and "Sample Event Image" on the backside of this form or at <http://southrivernj.org/communications/policy>
- Dates To Remember: **To Print Deadline:** The 27th of each month
 Publication Span: The 11th to the 11th of the next month
- As a result, we require significant lead time to be able to publish your event in the Monthly Buzz. To be considered for inclusion in the desired issue, we must receive the final version of the event calendar submission a full two "to print deadlines" dates prior to the desired issue to be featured in. For instance, if your event is April 15, you will likely want your event published in the March issue, which will be out from March 11 - April 11, and must be received by January 27th.
- Space is limited and secured on a "first come, first serve basis."

DETAILS OF SUBMISSION

- All submissions must include
 - (1) Completed form C-1
 - (2) A compliant "Event Image"
 - (3) A compliant "Event Flyer"
- Templates for Event Images and Event Flyers can be downloaded at:
<http://southrivernj.org/communications/policy/>
- Dimensions of 2400 pixels (W) x 888 pixels (H).
8.00" (W) x 2.96" (H).
- Properly formatted, a top and bottom padding of 415 pixels (W) and a left and right padding of 96 pixels (H) is needed. This means the essential details of the event image should fit inside 1570 pixels (W) x 696 pixels (H).
- A preformatted image can be downloaded at:
<http://southrivernj.org/communications/policy/>
- (These requirements are so specific to allow us to adopt a "submit once, publish everywhere" approach.)

AUTHORIZATION

I have read and agree to abide by the full communications policy of the Borough of South River found at the web address listed above. I agree to abide by this policy and certify that the information provided in this application is true and correct.

SIGNATURE OF APPLICANT

OFFICIAL USE ONLY
 MAILED OUT
 RECEIVED
 INACTIVATED
 DELETED
 PROCESSED
 BY: _____