



The SCAN magazine is the official publication of the Sharpstown Civic Association Inc.; SCA is a non-profit 501©4 organization supporting single family residences of Greater Sharpstown, a deed restricted community.

In 2019 we will publish our 43rd volume, having proudly served the Sharpstown community for four decades. The SCAN is now provided in full color with high-resolution photos and graphics. It is the primary source of news and information for residents of the 6800 homes inside Sharpstown’s boundaries. Delivered by the US Postal Service, SCAN circulation is estimated at 7,000 with pass-along readership estimated at 12,000 to 15,000. In addition, all issues can be viewed digitally on the SCA website, Sharpstowncivic.org.



SCAN editorial features focus on projects and events conducted by the Association, as well as community activities, human interest features, FAQ’s and more. The magazine is published bi-monthly, for a total of six issues annually.

The following table provides both advertising and editorial submission deadlines for 2019 publication:

SCAN PRODUCTION CALENDAR 2019								
Volume:	Issues:	Month	Submission Ad	Final Proof	Editor	Pickup From	In US	General
43	1-6	Published	Draft Deadline	Ad Deadline	Deadline	Printer	Mail	Meeting
			SAT	SAT	WED	FRI	WED	THUR
2019	Jan-Feb	January	Dec 15, 2018	Dec 22	Dec 26	Jan 4	Jan 16	Jan 24
2019	Mar-Apr	March	Feb 16, 2019	Feb 23	Feb 27	Mar 8	Mar 20	Mar 28
2019	May-June	May	Apr 20, 2019	Apr 27	May 1	May 10	May 15	May 23
2019	July-Aug	July	June 15, 2019	June 22	June 26	July 3	July 14	July 25
2019	Sept-Oct	September	Aug 24, 2019	Aug 31	Sep 4	Sep 13	Sept 18	Sep 26
2019	Nov-Dec	November	Oct 12, 2019	Oct 19	Oct 23	Nov 1	Nov 13	Nov 21

To Advertise in SCAN Magazine

Please fill out the attached advertising agreement and enclose your payment Payable to: Sharpstown Civic Association (SCA)

Mail to: SCAN Advertisement Team
Address: 6815 Redding Road
Houston, Texas 77036

Business Relations:
Scott Gilbert
SCAN Editors:
Pat Menville
Charmaine LeBlanc

Scott@sharpstowncivic.org

patmen47@att.net

cleblanc@libertyoffice.com

Contact: Scott Gilbert, SCA Operation Manager, SCA Mailing Address: 6815 Redding Road, Houston, TX 77036
Office Tel: 713.789.2311 | Fax: 713.789.2312 | Email: scanadvertisement@gmail.com

Artwork Requirements

All artwork should be submitted in high resolution, electronic format, at 300 DPI or greater. The publisher does not prepare or edit submitted files. However, our printing vendor has outstanding graphic designers that can create, design, or alter your artwork for a fee. Questions call Charmaine at 281.687.1323 or Email to: cleblanc@libertyoffice.com

Business Card (1/8 Page)

3.5" Wide X 2.0" Tall

RATE: \$88 per Issue

Additional charge do apply for designated position

Ask about 10% Discount Special

One Quarter (1/4) Page (TALL)

3.75" Wide X 5.0" Tall

Or Alternate

One Quarter (1/4) Page (Wide)

7.5" Wide X 2.25" Tall

RATE: \$175 per Issue

Additional charge do apply for designated position

Ask about 10% Discount Special

Half (1/2) Page

7.5" Wide X 4.5" Tall

RATE: \$350 per Issue

Additional charge do apply for designated position

Ask about 10% Discount Special

Full (1) Page

7.5" Wide X 10.0" Tall

RATE: \$700 per Issue

Additional charge do apply for designated position

Ask about 10% discount special



SCAN ADVERTISING AGREEMENT

This agreement is made and entered into effective as of this _____ day of _____, 2018, by and between, Sharpstown Civic Association Inc. and Advertiser's Company Name _____, Authorized Person's Name is _____. Advertiser agrees to advertise in the SCAN Magazine for _____ issues per year 2019. Advertiser's mailing address is _____, Houston, Texas _____; and my e-mail address is _____, contact phone # is _____.

I understand to furnish high resolution, electronic format, and a camera ready copy for our ad.

No Faxes or No Photo copies please. The entire draft must be submitted for review prior to approval by the SCAN advertisement team. I understand that the price may vary depending upon the size and position local of the advertisement inside the Magazine. Based on the advertisement rate shown below, I have selected _____ size per issue and shall pay the total amount of \$_____. All advertisers' are to be pre-paid the total amount prior to approval for any publication. Receipts shall be provided upon received of advertisers' payments.

I have agreed and accepted the term as stated in this agreement by signing below,

Signed By: X _____ Title: _____ Date: _____
Authorized Person

Advertising Rates					
Size of Ad	Dimensions	Standard Rate per issue	10% off discounts (3 or more issues)	Add Premium Charge (position)	Sub-Total
1/8 Page	3.5"Wx2.0"H	\$ 88.00	_____	_____	_____
1/4 Page Tall	3.75"Wx5.0"H	\$ 175.00	_____	_____	_____
1/4 Page Wide	7.5"Wx2.25"H	\$ 175.00	_____	_____	_____
1/2 Page	7.5"Wx4.5H	\$ 350.00	_____	_____	_____
1 Full Page	7.5"Wx10.0"H	\$ 700.00	_____	_____	_____
Circle month issues: Jan-Feb Mar-Apr May-Jun Jul-Aug Sep-Oct Nov-Dec				# of issues x	
Total Amount Due:					= \$

Payment Methods: Checks and all major credit cards are accepted

Option A: Paid by Check (Payable to Sharpstown Civic Association)

Check date: _____ Check #: _____ Check Amount: \$ _____

Option B: Paid by Credit Card

Type of Credit Card: _____ Master Card _____ Visa _____ American Express _____ Discover Card

Credit Card number: _____ Expiration date: _____

Zip code: _____ Charge Amount: \$ _____

SCAN Advertising Office Use:

Approved by: _____ Date: _____ Received \$ _____