



**SHARPSTOWN CIVIC ASSOCIATION**  
 PO Box 36559 Houston, TX 77236-6559  
 (T) 713-789-2311 • (F) 713-789-2312  
[www.sharpstowncivic.org](http://www.sharpstowncivic.org)

# SCAN

Sharpstown Civic Association News  
**Advertising Program 2021**

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 2021 we will publish our 45th 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](http://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 2021 publication:

SCAN PRODUCTION CALENDAR 2021								
Volume:	Issues:	Month	Submission Ad	Final Proof	Editor	Pickup From	In US	General
44	1-6	Published	Draft Deadline	Ad Deadline	Deadline	Printer	Mail	Meeting
			SAT	SAT	WED	FRI	WED	THUR
2021	Jan-Feb	January	Dec 12, 2020	Dec 19	Dec 23	Jan 8	Jan 15	Jan 28
2021	Mar-Apr	March	Feb 13, 2021	Feb 20	Feb 24	Mar 5	Mar 17	Mar 25
2021	May-June	May	Apr 17, 2021	Apr 24	Apr 28	May 7	May 19	May 27
2021	July-Aug	July	June 12, 2021	June 19	June 23	July 2	July 14	July 22
2021	Sept-Oct	September	August 14, 2021	Aug 21	Aug 25	Sept 3	Sept 15	Sept 23
2021	Nov-Dec	November	Oct 9, 2021	Oct 16	Oct 20	Oct 29	Nov 10	Nov 18

### 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: P.O. Box 36559  
 Houston, Texas 77036-6559

Business Relations:

Scott Gilbert

[Scott@sharpstowncivic.org](mailto:Scott@sharpstowncivic.org)

SCAN Editors:

Pat Menville

[patmen47@att.net](mailto:patmen47@att.net)

Charmaine LeBlanc

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Contact: Scott Gilbert, SCA Operation Manager, SCA Mailing Address: PO Box 36559, Houston, TX 77236  
 Office Tel: 713.789.2311 | Fax: 713.789.2312 | Email: [scanadvertisement@gmail.com](mailto: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](mailto: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 \_\_\_\_\_, 20\_\_\_\_, 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 202-. 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 camera ready copy for our ad.

No Faxes or No Photocopies 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 receipt 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	_____	_____	_____
<u>Circle</u> month issues:	Jan-Feb	Mar-Apr	May-Jun		
	Jul-Aug	Sep-Oct	Nov-Dec	<b># of issues</b> x	
				<b>Total Amount Due:</b>	<b>= \$</b>

### 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 \$ \_\_\_\_\_