



BLUELINE



CALGARY ROYALS ATHLETIC ASSOCIATION

BLUELINE process for Parents

Parents when soliciting sponsors

- Let them know the prices and details of our fundraiser of BLUELINE
- Have the form filled out by you or them with the Sponsor details and method of payment and payment to submit.
- Please let your sponsor know that you are the one to deal with to get the Ad to the printers and please submit as per below!

IMPORTANT SUBMISSION INSTRUCTIONS:

- Files sent via email **MUST** include the **ORDER FORM NUMBER** and **TEAM NAME** in the Subject Line.
- File names of the PDF of the AD **MUST** include the **ORDER FORM NUMBER**.
- Files sent **MUST** be accompanied by a **SCAN** of the fully completed **BLUELINE ORDER FORM**.
- All BlueLine Order Forms **MUST** be given to the team BlueLine Coordinator(s) with payment.

FILE TRANSFER OPTIONS (Please indicate on the order form which option you are using)

To submit an ad file, choose one of the following options:

1. Files UNDER 5MB: send via email to blueline@oilcitypress.com
2. Files OVER 5MB: send via Online File Transfer at http://oilcitypress.com/servicecenter/send_file.html
3. Repeat last year's ad (no ad file will be sent) Page # / Details _____

Ad files which do not meet the specifications below will not be processed.

- Once all the info has been submitted to the printer. Please give the White, Canary & Goldenrod copy with payment included to your team coordinator for submitting to me.
- Then give the pink copy to your sponsor for their receipt.

Do this process for each sponsor you are approaching and soliciting.

If you need more forms or need to return unused forms, please contact your team coordinator.

Thanks,
Sandra Young