

# FREE EVENT FLYERS

**FOR SANCTIONED EVENTS ONLY.** Flyers can be designed for you free of charge. Only one flyer design will be created per event. This service includes printed flyers that will be mailed to you free of charge (up to 100 flyers). Larger quantities will require approval from the region director. Flyers can be designed in color but can only be printed in black and white. A digital PDF of your flyer will be emailed to you and made available to download at [www.abateonline.org](http://www.abateonline.org). Standard flyers are 8.5x11. Mini flyers are 4 pocket sized flyers to a page that you can cut apart. The cost to print and mail flyers is paid for by the state office. 500 sheets of colored paper costs an average of \$8. Priority mail costs an average of \$6. Please keep this in mind when requesting flyers for your event and help the organization keep costs down.

**REQUESTING FLYERS** - The sanctioned events list is not a request for flyers. You have to first send a completed request to receive flyers. Requests for a basic flyer should be received a minimum of 2 weeks prior to the date you need your flyers. Requests for more elaborate flyers, custom art, special formats, mailings or other special requests may require a longer time frame to complete or be declined due to cost, complexity or time restraints. All flyers for sanctioned events must have "An ABATE Foundation Event" visible on the flyer. Sanctioned events, can not have anything relating to gaming on the flyer without proper licensing. This includes but is not limited to poker runs, 50/50 drawings, raffles, door prizes or any game of chance. Events can feature the ABATE Family Friendly Event logo upon request.

**ARTWORK** - We will take care of creating artwork for your flyer. We can not use any artwork you provide without a signed artist agreement (available at [www.abateonline.org](http://www.abateonline.org) and in your seminar binder). Requests for specific custom artwork may take additional time or be declined due to complexity or inadequate time frames. If you send a flyer request, asking for your shirt art to be used on the flyer, your flyer request will be held until a shirt request as been received and your shirt art is completed.

**APPROVALS** - We will not distribute or use flyers for promotion without written approval from the region director via mail, fax or email. We will obtain those approvals for you. Further approvals from other officers may be required if requested by the region director.

**MAILING** - Flyers are mailed USPS First Class or Priority Mail to the person listed on the flyer request or the region director. I can not send any overnight packages. Please contact our Member Services department about region/county mailings far in advance from when your mailing is needed. Mailings can take a significant amount of time to process and deliver.

**FLYERS IN THE MAGAZINE EVENT GUIDE** - Flyers do not run in the magazine every month. Flyers will run in the event guide, featured four times a year in the Hoosier Motorcyclist magazine. Flyers will not run in the magazine in any other month unless advertising space has been purchased from the editor. Turn in a flyer request for a sanctioned event by the magazine deadline for free submission into the event guide. Completed flyers received after the magazine deadline will be accepted first come, first serve, as spots become available.

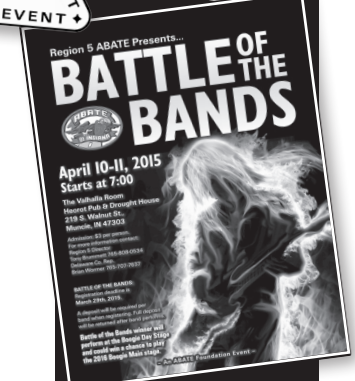
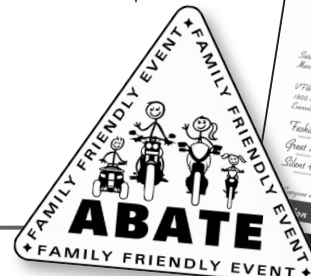
Event Guide Magazine Deadlines:

- ♦ **March 1st deadline** is for events in April, May and June.
- ♦ **June 1st deadline** is for events in July, August and September.
- ♦ **September 1st deadline** is for events in October, November and December.
- ♦ **December 1st deadline** is for events in January, February and March.

## REQUEST FORMS

- ♦ Printed forms can be found in your ABATE guidebook or your seminar binder.
- ♦ Digital forms can be found on the ABATE website at [www.abateonline.org](http://www.abateonline.org). Go to the "About" tab and then "Officer Forms". A form can also be emailed to you upon request.
- ♦ If you do not use a request form, you will need to include all necessary information in your request. We recommend using a form as a guide for the information to provide. If you are unable to send all of the necessary information, you will be asked to submit a completed request form.

**SEND FLYER REQUESTS TO** - Cyndii Underwood at the state office. Email [cyndii@abateonline.org](mailto:cyndii@abateonline.org). Fax 317-422-8373, Attn Cyndii. Mail to ABATE of Indiana, Inc., Attn Cyndii, PO Box 665, Bargersville, IN 46106. Please call the office if you have not received a response to your request within one week. Requests in most cases will not be taken over the phone. You will be responsible for mistakes on any requests, information or approvals not given in writing. Information not given in writing is given at your own risk.



- 1) Flyers will be created for sanctioned events only.
- 2) Flyers must be requested at least 2 weeks before you want the flyer, NOT 2 weeks before the event.
- 3) For information regarding mailings, contact member services at the state office 1-800-23-ABATE.
- 4) All flyers MUST include "An ABATE Foundation Event" visible within the layout.
- 5) Raffles, 50/50s, door prizes and similar are considered gaming and require proper license. These will not be included on your flyer without licensing.

## Flyer Requested by

Region/County \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Event name	
Date	
Time	
Location and directions	
Price	
Minimum age	Is this a family friendly event?
Food, events, camping, games, activities and entertainment	
For more information contact	
Miscellaneous information	
Who should we mail your flyers to? Include name and address.	
Number of copies requested _____ Standard (8.5x11) _____ Mini (4 to a page)	

Flyers/flyer requests sent to Cyndii at the state office and received by the deadline will be included in the Hoosier Motorcyclist magazine event guide. December 1st deadline is for events in January, February and March. March 1st deadline is for events in April, May and June. June 1st deadline is for events in July, August and September. September 1st deadline is for events in October, November and December.

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