

# DOWNLOAD THIS FILE TO YOUR DESKTOP

## EVENT FLYERS

**FOR SANCTIONED EVENTS ONLY.** Flyers can be designed for you at no charge. Only one flyer design will be created per event. This service includes printed flyers that will be mailed to you at no charge (up to 100 flyers). Larger quantities require approval from the region director. Flyers are designed in color and printed in black and white. A digital PDF of your flyer will be emailed to you and made available to download at ABATEonline.org. Standard flyers are 8.5x11. Mini flyers are 4 pocket sized flyers to a page that you can cut apart. Please only request what you need to help the organization keep costs down. The direction of flyers is overseen and executed by our art department. If you would like to direct your own design, you are welcome to design your own flyers and submit them to the office for the magazine.

**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. Not two weeks before your event. Requests for more elaborate flyers with 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. Flyers 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 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. We 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 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 placed on a waiting list and utilized on a first come, first serve basis, if openings in the magazine become available.

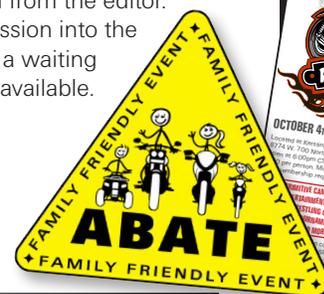
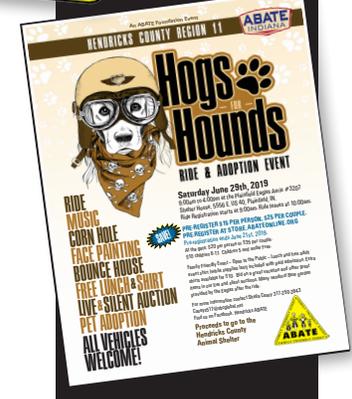
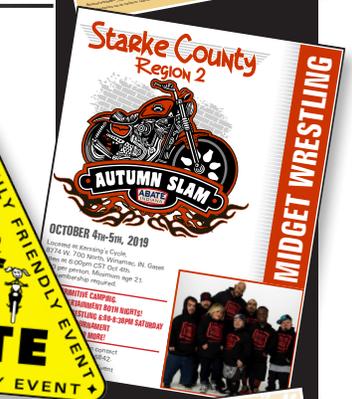
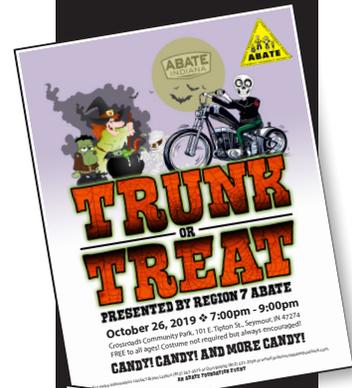
Event Guide Magazine Deadlines:

- ◆ **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 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 REQUESTS TO** - Email art@abateonline.org. Fax 317-422-8373, Attn: Art Dept. Mail to ABATE of Indiana, Inc., Attn: Art Dept., 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. Information not given in writing is given at your own risk. You will be responsible for mistakes on any requests, information or approvals not given in writing.



# SANCTIONED EVENT FLYERS

- 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
Do you want the ABATE Family Friendly Event logo used on your flyer?
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 that are sent to the state office and received by the deadline will be included in the Hoosier Motorcyclist magazine event guide. The December 1st deadline is for events held in January, February and March. The March 1st deadline is for events held in April, May and June. The June 1st deadline is for events held in July, August and September. The September 1st deadline is for events held in October, November and December.

Send flyer requests to the state office. Email [art@abateonline.org](mailto:art@abateonline.org). Fax 317-422-8373, Attn Art Dept. Mail to ABATE of Indiana, Inc., Attn Art Dept., 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. Information not given in writing is given at your own risk. You will be responsible for mistakes on any requests, information or approvals not given in writing.