Note:

**Agreement between (NAME OF ARTS SERVICE ORGANIZATION) and (NAME OF MEMBER ORGANIZATION)**

**(NAME OF ARTS SERVICE ORGANIZATION) will commit, for a period of (INDICATE DURATION) from (DATE) to (DATE), to:**

* Disseminate press releases in their weekly e-newsletter and archive these in the *Exhibitions and events* section on (ARTS SERVICE ORGANIZATION’s) online portal. Each press release will be disseminated only once.
* Provide advertising space, formatted to 300 pixels wide by 250 pixels high, for 30 days (advertising period to be determined by (MEMBER ORGANIZATION)).
* Provide (MEMBER ORGANIZATION) with an information page under the heading *Partnerships*, including a descriptive text in English and in French, a logo or image, complete address, and a hyperlink to (MEMBER ORGANIZATION’s) website.
* Include press releases in the calendar of events
* Other services (specify)

**In return, (MEMBER ORGANIZATION) will:**

* Supply advertising content that meets the following specifications:
	+ - * **For press releases to be included in the weekly e-newsletter:**

A text with an image in jpg, gif or tiff format

Deadline: press releases must be sent before Tuesday, 2 p.m., for inclusion in the Thursday newsletter

Send content to: (EMAIL)

* + - * **For partnership information page:**

A 450-word descriptive text in English and in French with the organization’s complete address, text in Word format and jpg image (300 pixels by 250 pixels) as well as a hyperlink to the organization’s website

Send content to: (EMAIL)

* + - * **For advertising space**

Format: 300 pixels wide by 250 pixels high

Deadline: ad content must be sent 5 business days before the publication date and must include a hyperlink

Send ad content to: (EMAIL)

* + - * Produce, at its own cost, (MEMBER ORGANIZATION’s) ad content including French translation of texts
			* Provide and publish 3 ads for (ARTS SERVICE ORGANIZATION) in the same format as (SPECIFY)

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Signature Signature

Date: Date: