



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: November 13, 2024

FROM: Jennifer Buck, Director

AGENDA ITEM: Discuss and consider items needed by Chansen Printing for the marketing magazine project.

Summary:

The Chansen Printing agreement has been signed and the deposit has been made. Next step is to review the needed items and questions from Chansen Printing:

1. *Process and contact info and names to coordinate receiving business names/logos/website info for ads - we have a dedicated customer service person on this end.*
2. *Indications of which businesses would receive which ad size (full , half or quarter page).*
3. *Would you want a table of contents including editorial and ads? If yes, please provide any editorial and or hi-res photographs you would like included.*
4. *Would you need an annual events calendar or map or anything like that included? If yes - then please provide content etc...*
5. *Anything specific for the front and back covers? The 32 pages will be saddle stitch - 28 pages plus 4 – the front cover & inside front cover and the back cover & inside back cover on a heavier stock so they will stand out. Did y'all want anything specific on the inside front and back covers or allow our design team to create best aesthetics on cover pages?*
6. *Did you have a specific date you wanted the magazines mailed? Please keep in mind the Holidays and US postal delays.*
7. *The Home Addresses for mailing to Bartonville only - I tried to call Jeremy at 903-315-0606 to no avail as it says there is no mailbox set up. If the Bartonville rural routes are part #03 and part #05 – I may need to ask y'all if you already have the full list?*
8. *Which address would you like the balance of the Welcome Magazines delivered to and to whose attention?*

Staff Recommendation:

Exhibits: None