

Activity Guide Schedule

Fall 2022 Session
September - January

Staff Production Timeline:

- July 11** **Proposed Activity List Due:** Supply draft listing of all new GVRD programs, events, or contract classes for Activity Guide to Ant for review and approval. List the title of activities exactly as you want them printed in the guide.
- July 18** **Final Submission Due:** Include all photos and updated activity descriptions (GVRD programs). Double-check detailed descriptions, dates, times, locations, instructors, and fees. If your activity has changed from the previous description indicate that with your descriptions to Ant.
- July 20** Select Activity Guide Cover
- July 22** Email Activity Guide to Layout
- Aug 1** **1st Proof of Layout**
Staff review and make changes/edits
Send first proof to GM and staff
- Aug 5** Send Activity Guide back to Layout
- Aug 11** **2nd Proof of Layout**
Staff review and make changes/edits
GM message due to Ant
All programs must be accurately entered into Sportsman Sept-Jan.
May overlap with Summer 2022 Activity Guide and will be in the following registration period.
- Aug 16** Send Final Proof to Layout
Update all assigned web pages & links on GVRD website.
- Aug 19** Deliver to printer
GO LIVE!
Upload Activity Guide PDF to website.
- Aug 29** Guide Delivery to GVRD
- Aug 31** Activity Guide Updates Meeting, Conference Room, 12pm

1. **Fall Activity Guide session is September 1, 2022, through January 31, 2023**
2. Send action photos of programs to Ant. Please name them so I know what program they are and verify people in the pictures have a photo waiver on file. Send file as a JPG.
3. Double check grammar in description and accuracy in days, dates, times, and fees in layout proofs. **No instructor's phone number, email address or website without Recreation Superintendent and GM's advanced approval. Make sure ALL your programs and classes are included.** If it is a new class, indicate NEW on the title.
4. **3 Before Me:** Ask 3 Recreation staff to review your flyers/ads before submitting for approval.

If you know anyone who is interested in placing an ad, please contact Teresa Evans.

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Program Format

PRE-BALLET NEW

Multiple Sessions: 5/2-8/9
Tues, 4-4:45pm * Ages: 5-7
Vallejo Community Center
\$48R - \$58NR (6 classes)

Description: 100 words or less. This is a pre-ballet class that introduces children to classical ballet and teaches the fundamentals of ballet, dance terminology, musicality, dance etiquette and choreography with an emphasis on fostering creativity, imagination, and confidence. **Instructor: John Doe**

Font: Calibri (Body)

Size: 11

Flyers: For more information: recreation@gvrd.org

****Please update program descriptions, add QR codes, & submit pictures of classes or events. ****