

Coaldale Connection Request Form

Coaldale Connection, the Town's monthly newsletter, keeps Coaldale residents informed about the latest community events. The newsletter is published at the beginning of every month. If you would like to submit a request to share information through the Coaldale Connection newsletter, please see the following requirements:

The request must:

- Promote a local initiative, event or program happening within Coaldale

The request must NOT:

- Include any misleading or factually inaccurate statements
- Promote individual fundraising programs

Name of Organization

What month would you like your request to be published? *Publications are released on the first weekday of each month. **Please submit your request a minimum of 5 days prior to the date of publication.***

Please provide a 50-500 word promotional piece describing the activity or event you are promoting. This is what will be published directly in the newsletter; however, the text will be reviewed and may be revised for clarity.

When submitting your request, please include the following:

- This fully completed request form
- *Optional:* an image to be used supplementary to your blurb as a JPEG or PNG file.

To submit an item for consideration for the newsletter, please contact communications@coaldale.ca.