



GLBT Community Directory Registration Form

Organization Name _____

Primary Contact _____

Organization Address _____ City _____ State _____ Zip _____

Mailing Address (if different than above) _____ City _____ State _____ Zip _____

Phone # _____ Fax# _____

E-mail _____ Website _____

Executive Director or Board President _____

Home address _____

Phone # _____ E-mail _____

Check circles for:

- GLBT focused organization
- We are an allied/GLBT-friendly organization
- We do not wish to identify

Preferred community directory category:

_____ (ie. advocacy group, social club, faith-based organization)

Organization description (40 character max):

Our organization would like to sign up for the following (please see attached rates for details)

- Community Directory Listing
- COMMUNITY SPOTLIGHT** preferred month _____
- We would like OUTTriangle to contact us to help us decide on the best way to list our organization (no need to provide payment info at this time)

Payment by credit card Visa, MC, AmEX (circle type) Preferred billing method (circle one, see rates) monthly annually

Credit Card # _____ Expiration date _____ 3 digit security code _____

Name on card _____ Signature _____

Payment by check is available for 12-month+ listings only. Remit to: OUTTriangle PO Box 3532 Durham, NC 27701

Authorized Signature: _____ Title: _____ Date: _____



GLBT Community Directory Rates

Community Directory Listing

Your organization will be listed in the GLBT community directory of the OT website. The community directory listing includes:

- **Your organizations' contact information:** name, address, phone number, website and description of organization up to 100 characters. Your registration keeps it updated!

PLUS FULL ACCESS TO:

- **Community Events calendar:** *Increase attendance* at your events and *publicize your event* on the OT calendar (events accepted up to 2 years in advance). Check *in advance* what other events are scheduled on the same day as yours!
- **Community Announcements:** List your announcement here! Whether you are looking for your new board president, promoting your next concert or announcing a crucial political event, your important announcement will reach the community
- **E-newsletter:** Your community announcements and events will go to the entire OT e-mail database **PLUS** OT will send your events and announcements on your behalf to local media.
- **COMMUNITY SPOTLIGHT** *Want to get the word out about your community organization with front page visibility?* Know someone in the community who deserves recognition? Each month, one organization or noteworthy person will be **FEATURED** in OT's **COMMUNITY SPOTLIGHT**. Highlighted on OT's home page the **COMMUNITY SPOTLIGHT** links to a full page article about your organization or about that deserving person (you write, we edit!) Photos AND organization logos welcome, too! Available on first come, first serve basis.
- Need volunteers? Let OT know! A one-stop place for the entire Triangle to find somewhere to volunteer.

Rate per year	If Annual Expenses are:
\$120	\$50,000 and over
\$65	\$15,000 – \$49,999
\$35	\$1,000 – \$14,999

For more information:
Info@outtriangle.com 919.306.0098

Mailing address: 507 Everett Pl. Durham North Carolina 27701 Fax: 919.479.8403 www.outtriangle.com



GLBT Community Directory Agreement & Terms

TERMS AND CONDITIONS

I _____ (name) on behalf of _____ (organization) agree to place a community listing in the GLBT directory of the OUTTriangle.com website beginning on _____:

Ad delivery: To deliver logos or ads via e-mail, use the following address: info@outtriangle.com

Consultation and design charges: If you would like us to help you create your logo or advertisement, please contact us at nix.carol@outtriangle.com. If your logo or ad is not formatted properly, there will be a charge for re-formatting (you will be notified in advance).

Acceptable file formats for ads: .pdf, .eps, .tif, .jpg. Minimum size: 1.5" x 3", 72dpi. We reserve the right to substitute fonts, if not provided.

Deadlines: Deadline is the 20th of the month prior to the month you'd like to advertise.

Payment Methods and Terms: All advertising must be paid for in advance via credit card or check made payable to OUTTriangle. Returned checks: There will be a \$25 fee assessed to your account for any returned check.

Discounts: OUTTriangle offers discounts for annual contracts or longer.

Positioning of Advertising: Positioning of advertising shall be decided with OUTTriangle's sole discretion, provided however, that OUTTriangle will use its reasonable efforts to accommodate the advertiser's positioning request.

Rate card: OUTTriangle reserves the right to revise rates which will not affect those rates already in contract.

Contract termination: For monthly listings, termination of this contract must be received in writing (via confirmed mail) by the 20th day of the month in order to not be billed for the next month. For 12 month+ contracts, cancellations must be received by the 20th of the month prior to the contract expiring. OUTTriangle reserves the right to reject or cancel any advertisement without explanation. We will not accept deceptive or misleading ads.

Continuation of contract: Monthly and 12 month+ contracts will be renewed automatically unless we receive a cancellation in writing from your organization (via confirmed mail). See contract termination policy above.

Liability: The advertiser assumes liability for the content of any advertisement and full responsibility for any claims, expense or loss arising from advertising content.

I have read and understand the terms of this agreement stated herein and by signing below, I understand that I am personally responsible for fulfillment of this contract.

Authorized Signature: _____ Title: _____

Organization name: _____ Date: _____

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