



# DESIGN, PRODUCTION AND DISTRIBUTION

The Federation provides both web and print design, as well as production and distribution services at cost for professional growth networks. To request any of our services, please email [design.production@stf.sk.ca](mailto:design.production@stf.sk.ca).

## TIME REQUIREMENTS

With the high demand for web and print design, print production and mail distribution services, priority will be given to professional growth networks that are prepared to work towards shared deadlines. All others will be handled on a first-come, first-served basis.

### Some Tips

- Save on mailing! The Federation typically does an all-school mailing on the first Tuesday of each month (with the exception of July). In August, the mailout will be distributed in the last week due to the beginning of the school year. Postage and handling costs are shared by all contributors. This is more cost effective for a professional growth network than mailing items separately.
- For long-form documents (reports, newsletters, booklets, etc.) that require bindery and printing, please note that final page counts will need to be divisible by four to ensure they can be produced correctly.

## NETWORK WEBSITE HOSTING

To create and maintain an effective online presence, professional growth networks can currently take advantage of flexible, pre-configured website templates provided and hosted by the Federation. Contact Design and Production at [design.production@stf.sk.ca](mailto:design.production@stf.sk.ca) if you are interested in this service. Staff will evaluate your current website requirements and recommend the best way forward. Networks that have developed or want to develop a website with a third-party vendor are welcome to do so, however, we ask you to provide us with your website address so we can include it in the list of networks on the Federation website.

## WEBSITE

### Federation Website

A section on the Federation website is dedicated to [professional growth networks](#). Information in this section includes the PGN Toolkit and related forms, a list of networks with links to their websites, an overview of the PGN Advisory Committee and its members, as well as a Professional Growth Networks selection tool for members.

## FEDERATION PUBLICATIONS

### Saskatchewan Bulletin

The Saskatchewan *Bulletin* offers a couple of services to professional growth networks.

1. PGN News  
Networks interested in having their event highlighted or profiling a member/activity in the *Saskatchewan Bulletin* may request STF coverage. While every effort will be made to cover PGN events, it may not be possible to accommodate all requests.
2. Advertising  
Professional growth networks may purchase advertising space in the *Saskatchewan Bulletin*. A Bulletin Rate Card is available on the Federation website. Space may be reserved in advance and copy for the ads must arrive by the deadline dates noted on the rate card. For further information email [bulletin@stf.sk.ca](mailto:bulletin@stf.sk.ca).

### Professional Growth Opportunities Catalogue

The Federation produces a professional growth opportunities catalogue that highlights professional growth opportunities during the year. Network conferences, workshops, forums and seminars are highlighted along with activities of STF Professional Learning.

Networks are invited to advertise their upcoming professional growth opportunity at no cost.

Requirements for the advertisement:

- Must be submitted in one of the following sizes:
  - 6.5 inches x 3.5 inches
  - 6.5 inches x 4.5 inches
  - 6.5 inches x 9.5 inches
- Important information to include: event name, date of event, keynote speakers, name of professional growth network and logo, and website or email address where additional information can be found.
- Ads must be supplied in a high resolution (300 dpi) PDF. Please include any original artwork and logos in their original format (e.g., .ai, .jpg, .eps, .tif, etc.).
- Each network may submit one ad by March 1 to the Federation at [stf@stf.sk.ca](mailto:stf@stf.sk.ca).
- Please note the Federation reserves the right to modify any ad as may be necessary to meet space requirements of the publication.

