

**Pikes Peak Road Runners**  
***the Long Run***  
**Information for Flier Inserts**

Pikes Peak Road Runners offers two means of advertising in its monthly periodical, *the Long Run*. Letter-size fliers can be inserted by PPRR volunteers at the monthly mailing prep, or ad space within the pages of *the Long Run* and on the cover can be incorporated by our layout editors. This document concerns the fliers.

PPRR does not restrict advertising content, though it reserves the right to refuse any material deemed inappropriate for our readers. Additionally, the Postal Service prohibits us from accepting any advertising related to insurance, trips or travel agencies, or instruments of credit such as bank cards.

**Insert Fliers**

**Dimensions:** Fliers for inserting into *the Long Run* must be letter size (8.5 x 11) to enable us to meet all the postal requirements. Please ensure that any pre-folded inserts, such as a tri-fold brochure, come to us unfolded and flat.

**Quantity:** Please ensure that a minimum of 1000 fliers are supplied, but best to check with the advertising coordinator for current numbers as it may vary due to membership fluctuations. We cannot insert partial quantities due to postal regulations, so if we do not have enough for the entire mailing, we will not be able to include it at all.

**Printing Option:** If it is more convenient or less expensive for you, PPRR can have your fliers printed and delivered. In this case, please make arrangements with the advertising coordinator as to the specific quantity, type of paper, and submission of the file. See the rate sheet for specific costs.

**Delivery:** Fliers must be delivered by the date of the mailing preparation, which is normally on the last Monday of the month. Please ensure that you contact the advertising coordinator about your intention to include a flier so that we can be sure to look for it. Without exception, fliers delivered after the start of the mailing prep will not be delivered.

Please clearly label your boxes "PPRR LONG RUN" and coordinate with the advertising coordinator ([advertising@pprrun.org](mailto:advertising@pprrun.org)) for delivery of your inserts. The advertising coordinator must be aware of your inserts, otherwise they may not be included in the newsletter. Please be proactive and avoid waiting until the last day to deliver your inserts.

**Payment:** Please include a check made out to Pikes Peak Road Runners in an envelope along with the fliers (inside the box) unless other arrangements have been made with the advertising coordinator. Please write on your check a note about what flier it goes with. If we are printing for you or you cannot get a check to the venue above, please mail the check to:

**Pikes Peak Road Runners**  
**Attn: Treasurer**  
**207 North Nevada Ave**  
**Colorado Springs, CO 80903**