HOW TO GET INVOLVED WITH ART & CULTURE AND MUSIC IN NORWICH AND NORFOLK



Printed April and September each year Printed March and August each year

Art & Culture in Norwich and Norfolk, and Music in Norwich & Norfolk are printed booklets, published twice a year in spring and autumn

Music in Norwich & Norfolk

A round-up of classical, jazz and performance events in Norwich, Norfolk and Suffolk - twice a year in April and September

Art & Culture in Norwich and Norfolk
A directory of arts and culture venues,
groups and listings of exhibitions and
cultural events in Norwich, Great
Yarmouth, King's Lynn, Diss, Cromer
North & South Norfolk and into Suffolk twice a year March and August

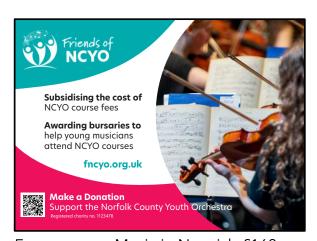
PAGE COSTS PER EDITION



Standard format page Music in Norwich £110 - no VAT to pay



Standard format page Art & Culture in Norwich & Norfolk £115 - no VAT to pay



Feature page Music in Norwich £160 - no VAT to pay



Feature page Art & Culture in Norwich & Norfolk £165 - no VAT to pay

No VAT required. Pages are A6 landscape (148mmx105mm). Feature pages are artwork supplied, including a minumum 3mm bleed. Feature pages can be any style. Standard format pages are laid out by me from text and images supplied and follow a house style as above. See next page for deadlines

Deadline and production schedules

Because of the large number of contributing organisations and individuals, there is no specific cut-off deadline until we go to print - production takes place over a period of three or four weeks and I try to be as flexible as possible to accommodate different timescales. However there is a schedule of steps and this is ideal:

Confirmation of entry: In the month prior to production I send out an call for entries - please reply asap to confirm entry into booklet.

Production: Beginning of the month before publication (see below) please supply copy and images as Word docs with separate attachments if possible. See the samples pages for guidance There will be several proofs, firstly of your own pages and just before the print deadline, a proof of the whole document - please feel free to pick up any errors even if not on your own pages, and check the calendar entries at the front.

When is the actual deadline? As the production schedule is a moveable feast, it is never too late until I tell you it is so please get in touch if you are in doubt. I would rather include your venue/organisation/info if I possibly can so please contact me info@theshiftnorwich.org.uk

Print and distribution: Once the pages are laid out and confirmed, the booklet goes to print, normally around 25th of the month. A final PDF is sent to all contributors to finally check and to distribute by emails and websites. Please note that inclusion in the booklet carries with it a responsibility to help to get hard copy booklets and electronic versions to as many audiences as possible.

Invoicing: I invoice after the whole process is complete including distribution. I email invoices via my book-keeping system called Pandle. Please add Pandle to your contact list and let me know if you haven't had an invoice after 8 weeks.

Art and Culture in Norwich & Norfolk

AiNN is published in early March and August each year. Pages are allocated in January and June and **copy is required in February and July**. Each edition, spring and autumn, go to print around 25th of the month before publication.

All arts- and culture-related content is welcome. If in doubt, please email or call me

Music in Norwich

Music in Norwich & Norfolk is published in early April and September each year and copy required in early **March and August.** As there are many organisations involved there is some flexibility in deadlines. If possible, please let me have confirmation of pages as early as you can, followed by copy and content. If you are waiting for dates and details let me know and I will work with you. **Call 07946 261651 or email info@theshiftnorwich.org.uk**

Art & Culture in Norwich and Norfolk, and Music in Norwich and Norfolk are printed booklets, published twice a year each in Spring and Autumn. They are augmented by website and social media accounts and available from venues and Arts Roundup racks around the county and a few locations in Suffolk. For Arts Roundup | What's On Norfolk distribution have a look at www.whatsonnorfolk.co.uk

www.musicinnorwich.org.uk

www.artinnorwich.org.uk