

# Media Message Request

1. All message requests must be made in writing on the form available at City Hall or you can email this fillable form to [ahanton@haysvilleks.gov](mailto:ahanton@haysvilleks.gov)
2. Public announcements for events, which include the general public, local not-for-profit organizations, special fund raisers, etc., will be considered. Determination of appropriate messages is at the discretion of staff.
3. Deadline for messages is two (2) days prior to message posting date. **Messages received after that time may not appear at the requested time.**

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**Please print CLEARLY. Your message may appear exactly as written.**

**If you have an event flyer, please include it with the request.**

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Contact Name \_\_\_\_\_ Contact Phone # \_\_\_\_\_

Dates message is to run \_\_\_\_\_ to \_\_\_\_\_

THE CITY ACCEPTS NO RESPONSIBILITY FOR ERRORS OR OMISSIONS

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OFFICE USE ONLY

Date Received \_\_\_\_\_ Approved By \_\_\_\_\_

Entered By \_\_\_\_\_ On Date \_\_\_\_\_ Off Date \_\_\_\_\_