

CITY OF HAYSVILLE

Channel 7 Message Request Form

1. All message requests must be made in writing on the form available in the City Clerk's office. Messages will be displayed on a space-available basis.
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. The deadline for messages is 5:00 p.m. Thursday. **Messages received after that time may not appear until the following week.**

MAXIMUM TEXT: Messages are generated and displayed through Power Point. The amount of text will depend on the font style and size used.
Please print CLEARLY. Your message may appear exactly as written.

CONTACT NAME _____ CONTACT PHONE # _____

DATES MESSAGE IS TO RUN _____ to _____

THE CITY ACCEPTS NO RESPONSIBILITY FOR ERRORS OR OMISSIONS.

SIGNATURE

DATE

OFFICE USE ONLY

Date Received _____ Approved By _____

Entered by _____ On Date _____ Off Date _____