



# CONTENT SUBMISSION FORM

## Guidelines

- The City E-Newsletter is sent on the first of each month. Paper newsletters are mailed with the utility bills and mailed in two sections, 1st section is mailed on the 1st of the month and 2nd section is mailed on the 15th of the month.
- Content/Event information in Newsletter is to allow organizations and persons to notify the public of local events and efforts.
- Submission must be sent to the City's Director of Public Information and Communications for review and approval 15 days prior to the month's newsletter it is requested to be published in. However, it is recommended that information be received as early as 30 days prior to help ensure there is space.
- If the information is approved the Director will post it, space permitting. The information may be reduced in size or length if required by the Director.
- Posting of an informational notice is in no way an endorsement by the City or its officials of any particular event, cause, organization, or measure.

### Items not accepted:

- Venting frustrations or attacking the character or reputation of others.
- Events, rallies or appearances to promote particular candidates running for political office, non-community events, or an individual business.
- Solicitation of donations. (except City sponsored events)

***If you have an event or content that you think would be a fit for the City to share just give us the details below and we'll see if we can get it in. No promises but the chances are good.***

## Applicant Information

NAME: \_\_\_\_\_  
First Last  
 EMAIL: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

## Content/Event Information

CONTENT OR EVENT TITLE: \_\_\_\_\_  
 CHECK CONTENT OR EVENT TYPE:  Community  Educational  Fundraiser  Festival  Workshop  Party  
 EVENT LOCATION: \_\_\_\_\_  
Location Name Address City/State  
 DATE & TIME: \_\_\_\_\_ COST?:  No  Yes \_\_\_\_\_  
Amount

SUMMARY OF EVENT: (Please provide exactly what you would like to be placed in the newsletter as this will be copy and pasted verbatim. If it will not fit in space provided please send as an email with a note below.) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

LIST THE MONTH(S) YOU WOULD LIKE CONTENT/EVENT SHARED: \_\_\_\_\_  
 WHERE WOULD YOU LIKE THIS EVENT SHARED?:  City Newsletter  City Calendar  City Social Media  
 CONTENT/EVENT SOCIAL MEDIA SITES:(If you chose for your content/event to be shared on city social media sites you must provide a site where this can be shared from. This is to prevent confusion on whom is hosting the event.) \_\_\_\_\_  
 \_\_\_\_\_ EVENT WEBSITE: \_\_\_\_\_

IS THERE A GRAPHIC, IMAGE OR FLIER FOR THIS EVENT?:  Yes  No  I have attached it

## Content/Event Contact Information

NAME: \_\_\_\_\_  
First Last  
 EMAIL: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

..... OFFICE USE ONLY .....

Approved:  Denied:  Reason: \_\_\_\_\_ Date Approved: \_\_\_\_\_