

Media Message Request

1. All message requests must be made in writing on the form available at the City Clerk's office or online at www.haysville-ks.com/bulletin-board
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.**



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

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

Contact Name _____ Contact Phone # _____

Dates message is to run _____ to _____

THE CITY ACCEPTS NO RESPONSIBILITY FOR ERRORS OR OMISSIONS



OFFICE USE ONLY

Date Received _____ Approved By _____

Entered By _____ On Date _____ Off Date _____