Grand and Main Sign 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 will appear exactly as written.

MAXIMUM TEXT: 4 LINES, 30 CHACTERS PER LINE (including spaces)

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_____