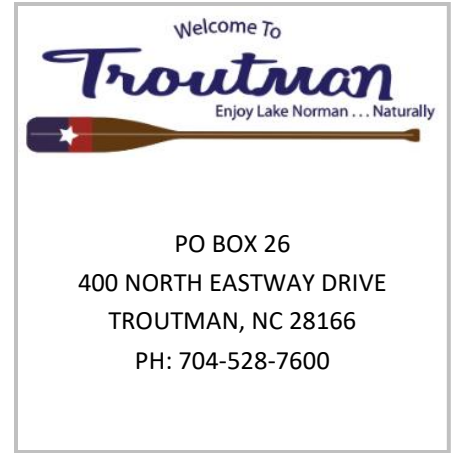


Community Announcements Request Form

The Town of Troutman has multiple ways to announce upcoming events for Troutman and the surrounding community. Below are the guidelines for each.



1. Town Electronic Sign located on the Richardson Greenway on Highway 21.

- A. The event must be conducted within the Troutman area.
- B. Must be for non-profit.
- C. Please note limited space on the sign screen. Only basic information.

2. Town of Troutman or Troutman Parks and Recreation Facebook page.

- A. Area events only (Troutman)
- B. Must be for non-profit.

3. The Whistle Stop Newsletter.

- A. Area events only (Troutman)
- B. Must be for non-profit.
- C. Deadline for the newsletter is the 15th of each month for the following issue.
- D. Space is limited for announcements and may or may not make the edition.

Application expires in 30 days.

Event:			
Date of event:		Event time:	
Message to be displayed (limited space on electronic sign 70 spaces/letters)			

Please check how you would like your event posted.

- Electronic Sign
 Facebook
 Newsletter

Contact Name:		Contact No.	
Contact Number will not be posted unless requested. Check here for permission to post <input type="checkbox"/> or to release upon request only. <input type="checkbox"/>			
Signature:		Request Date:	

Request form must be returned to Troutman Town Hall by one of the following: email (ewatson@troutmannnc.gov) or hand deliver to Town Hall- 400 N. Eastway Drive.

***The Town of Troutman reserves the right to edit proposed announcements and the right to refuse to post announcements due to space limitations or for any other reason.**