FRIDAY FLYER/CHANNEL 14 SUBMISSION FORM

Please use this form to submit announcements and information for the Friday Flyer. Please provide only the basic information, such as name of the organization, name and phone number of contact person, type of event/meeting, purpose or agenda, date, time, location, who is invited, deadline for any reservations, etc.

Deadline for the Friday Flyer is 5 p.m. on the Wednesday prior to the Friday of issue, unless a change to the deadline is announced in advance. All announcements are subject to editing. There is a two-week maximum for all articles. Submission does not guarantee publication.

PLEASE PRINT

DATE SUBMITTED:_____

NAME OF COMMITTEE, GROUP OR ORGANIZATION: _____

NAME OF CONTACT PERSON:_____ PHONE:_____

EVENT DATE, TIME, LOCATION: _____

_____

TYPE OF MEETING/EVENT, PURPOSE, AGENDA, WHO IS INVITED, DEADLINE, COST, OTHER INFORMATION: _____

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REQUESTED PUBLICATION DATE:_____(not guaranteed)

The Friday Flyer is published according to the provisions of the LMOA Policy Manual Section 15.10. Information submitted by LMOA Committees must be signed by the Chairperson, President, Secretary or designee of that committee or organization. Information submitted by property owners/bona fide lessee must be signed by that individual. General information submitted by Lake Monticello property owners/bona fide lessee shall be reviewed by the Communications Manager, his/her designee and/or LMOA Vice President before being accepted for publication. Priority for publication of news and announcements shall be given, as space permits, to LMOA Board of Directors, LMOA Administration, LMOA Committees, Lake Monticello community groups and organizations, other local groups and organizations. Information NOT ACCEPTABLE for publication shall include, but not be limited to advertisements by professional and commercial persons or organizations for the sale/rent of tangible goods or services; advertisement by individuals for the sale/rent of personal property; political, social or policy activist material; LMOA policy critiques; material deemed divisive, illegal or immoral.

Signature: _____ Lot/Section: _____

Phone number _____ Email address_____