

**CITY OF WINTERS  
CHANNEL 20 MESSAGE REQUEST**

Desired Broadcast Dates: From \_\_\_\_\_ To \_\_\_\_\_  
(Starts Thursday)

Department Head Approval: \_\_\_\_\_  
Signature (Not applicable to organizations)

Message Title (i.e. event name, videotape times, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event Date & Time: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person/Department: \_\_\_\_\_

Phone Number (for more information about event): ( \_\_\_\_\_ ) \_\_\_\_\_

Is fee required for participation in event?  
\_\_\_\_\_ Yes  
\_\_\_\_\_ No

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Return to City Clerk's Office (City Hall, 318 First Street) by 5:00 p.m., Wednesday. Bulletin Board will be updated Thursday.

Please attach any related information, fliers, press releases, etc.

This must be signed off before adding it to the Bulletin Board.

\_\_\_\_\_  
Nanci G. Mills, Director Administrative Services

and/or

\_\_\_\_\_  
John W. Donlevy, Jr., City Manager