City of Mounds View
2401 Highway 10
Mounds View, MN 55112

Phone: (763) 717-4000
Fax: (763) 717-4019
Email: announcements@ci.mounds-view.mn.us

Announcement Request Form

Step 1. Who are you?

Name of Organization: Your Name: Title: Street: City: State: MN Zip: 55112	Daytime Phone: E-mail:
Have you submitted this announcement request to the City of Mounds View in the past? ☐ Yes ☐ No If so, when?	Date of Request: Announcement Start Date: Announcement End Date:

Step 2. What's your message?

Fill out the message you would like to announce here, or add an attachment:

Step 3. Where do you prefer that your message be displayed?

Chose those that apply to your message:

- ☐ *Mounds View Matters* City Newsletter (time sensitive—printed quarterly)
- ☐ City Web Site
- ☐ Mounds View Television Cable Channel 16 Bulletin Board
- ☐ County Road 10 Electronic Message Board (time sensitive—will appear two weeks before the event)

Step 4. Get it to the City! We will respond to your request within two business days.

E-mail this form and your message to **announcements@ci.mounds-view.mn.us** -OR-
Fax this form and any attachments to **(763) 717-4019** -OR-
Mail or drop off at **Mounds View City Hall, 2401 Highway 10, Mounds View, MN 55112** (open M - F, 8 am - 4:30 pm)

Request from:	**Staff Use Only**	
☐ City ☐ Governmental Partners ☐ Non-Profits/ Active Community Organizations	**Reviewed by:**	**Display on:** ☐ Newsletter ☐ Web Site ☐ Cable Bulletin Board ☐ Electronic Message Board
☐ Other: needs approval ☐ Approved ☐ Denied By:	Start Date: End Date:	