



Community Event Promotion Application

IMPORTANT: Please review the “Community Event Promotion Policy” before completing this application. You may print and mail this application, or fill in the PDF form, ‘File & Save As’ a new document to your computer, and email a copy to the City. Applications are due to the City of Ramsey Administration Department **5 business days prior** to the message start date.

CONTACT INFORMATION:

Organization/Institution

Name: _____

Phone Number: _____

Email Address: _____

Address: _____

Contact Person

Name: _____

Phone Number: _____

Email Address: _____

Address: _____

MESSAGE BACKGROUND:

Please give a brief description of the event you are advertising:

Please explain how this event will serve a broad community purpose:

Event Details

Event title: _____

Event date: _____

Event time: _____

Event location: _____

Event contact for more information: _____



MESSAGE INFORMATION:

Please complete all that apply.

- Community Sign** (Electronic sign) **(Currently Unavailable)**

Proposed Start Date and End Date: _____

(Start date may be no more than 14 days prior to the event.)

Proposed Message:

SLIDE 1

(Maximum of two lines totaling 38 characters, 19 characters per line, including spaces.)

SLIDE 2

(Maximum of two lines totaling 38 characters, 19 characters per line, including spaces.)

- Ramsey Resident- Event Calendar** (Bi-monthly print newsletter)

Preferred Issue: Please select one.

March/April – Feb. 1st deadline

May/June – Apr. 2nd deadline

July/August – Jun. 1st deadline

September/October – Aug. 1st deadline

November/December – Oct. 1st deadline

January/February – Dec. 3rd deadline

(The “Event Details” listed under “Message Background” will be included in one issue, if application is submitted **prior** to the deadline for that issue.)

Please note that advertising is also available for purchase in the Ramsey Resident. Please contact Scott Robinson for details at 763-443-2243.

- In the News** (Article column on the City’s website)

Proposed Start Date: _____

(Start date may be no more than 14 days prior to the event.)

Proposed Message:

Please provide an event flyer, in **Word Document, PDF, or JPEG format**, which includes the date, time, location and title of the event, along with a brief description of the event and a contact or website for more information.



Please note that *In the News* articles are displayed on the City’s website in the order that they were received. Therefore, the City cannot guarantee the message visibility as new messages continue to be posted.

Weekly Update (Weekly electronic newsletter)

Proposed Start Date: _____

(Start date may be no more than 14 days prior to the event. The *Weekly Update* is distributed once a week on Thursdays.)

Proposed Message:

Please provide an event flyer, in **Word Document, PDF, or JPEG format**, which includes the date, time, location and title of the event, along with a brief description of the event and a contact or website for more information.

Facebook

Proposed Start Date: _____

(Start date may be no more than 14 days prior to the event.)

Proposed Message:

Please provide an event flyer, in **Word Document, PDF or JPEG format**, which includes the date, time, location and title of the event, along with a brief description of the event and a contact or website for more information.

Please note that Facebook posts are displayed on the City’s page in the order that they were received. Therefore, the City cannot guarantee the message visibility as new messages continue to be posted.

Application Return Information

City of Ramsey
Attn: Administration Department
7550 Sunwood Drive NW
Ramsey, MN 55303

EMAIL: theadmindept@cityoframsey.com

City Office Use Only

Date Received: _____

Received by: _____

Approved by: _____

Approval Date: _____