



City of Mounds View  
 2401 Mounds View Blvd.  
 Mounds View, MN 55112

Phone: (763) 717-4000  
 Fax: (763) 717-4019  
 Email: [announcements@moundsviewmn.org](mailto:announcements@moundsviewmn.org)

## Announcement Request Form

### Step 1. Who are you?

Name of Organization: Your Name: Title: Street: City:                                  State:                  Zip:	Daytime Phone:  E-mail:  Date of Request: Announcement Start Date: Announcement End Date:
Have you submitted this announcement request to the City of Mounds View in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No  If so, when?	

### 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
- Mounds View Blvd 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@moundsviewmn.org](mailto:announcements@moundsviewmn.org)** -OR-  
 Fax this form and any attachments to **(763) 717-4019** -OR-  
 Mail or drop off at **Mounds View City Hall, 2401 Mounds View Blvd, Mounds View, MN 55112** (M-Thurs, 7am-5pm)

<b>Request from:</b> <input type="checkbox"/> City <input type="checkbox"/> Governmental Partners <input type="checkbox"/> Non-Profits/ Active Community Organizations  <input type="checkbox"/> Other: needs approval <input type="checkbox"/> Approved <input type="checkbox"/> Denied By:	<b>Staff Use Only</b>  <b>Reviewed by:</b>  Start Date:  End Date:	<b>Display on:</b> <input type="checkbox"/> Newsletter <input type="checkbox"/> Web Site <input type="checkbox"/> Cable Bulletin Board <input type="checkbox"/> Electronic Message Board
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