



# 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)

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. 1<sup>st</sup> deadline

May/June – Apr. 3<sup>rd</sup> deadline

July/August – Jun. 1<sup>st</sup> deadline

September/October – Aug. 1<sup>st</sup> deadline

November/December – Oct. 2<sup>nd</sup> deadline

January/February – Dec. 1<sup>st</sup> 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, Midwest Wheels of Thunder Magazine, for details at 612-730-3719 or [scott@wheelsofthunder.net](mailto:scott@wheelsofthunder.net).

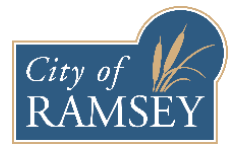
- In the News** (Article column on the City’s website)

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.

<p><b>Application Return Information</b></p> <p>City of Ramsey  Attn: Administration Department  7550 Sunwood Drive NW  Ramsey, MN 55303</p> <p>EMAIL: <a href="mailto:webmaster@ci.ramsey.mn.us">webmaster@ci.ramsey.mn.us</a></p>	<p><b>City Office Use Only</b></p> <p>Date Received: _____</p> <p>Received by: _____</p> <p>Approved by: _____</p> <p>Approval Date: _____</p>
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