

City Reader Board Posting Request Form

Submission of this form does not guarantee approval.

Completed forms must be submitted to: kfsign@yahoo.com OR City Hall @ 580 Meyers St, Kettle Falls.

Organization Information

Organization Name: _____

Are you a nonprofit organization? ☐ Yes ☐ No

Date of Submission: _____

Contact Name: _____

Phone: _____

Email: _____

Posting Information

Requested Posting Start Date: _____

Requested Duration: _____

Is this event open to the community? ☐ Yes ☐ No

Message to Be Posted

(Write the message exactly as it should appear. Content may be subject to character limits and formatting adjustments.)

Terms and Conditions

All Reader Board posting requests must be received **no later than Wednesday at 10:00 a.m.** the week prior to the requested posting date.

Approved postings will begin running **Friday by the end of the business day**, subject to space availability.

The City reserves the right to approve or deny any request based on established policies, eligibility requirements, content standards, and available space. Submission of this form does not constitute approval. The City may modify formatting as necessary to meet display limitations.

Applicants will be notified of approval or denial using the contact information provided above.

Applicant Acknowledgment

I certify that the information provided is accurate and complete. I understand that all postings are subject to City policies, deadlines, content standards, and space availability. I acknowledge that submission does not guarantee approval and that the City will notify me of its decision.

Applicant Signature: _____

Printed Name: _____

Date: _____

For Office Use Only

Date Received: _____

Approved ☐ Denied ☐

Date Applicant Notified: _____

Approved By: _____

Posting Start Date: _____

Posting Removal Date: _____

