

# PUBLIC SERVICE ANNOUNCEMENT REQUEST FORM

## REQUIREMENTS:

- Organization **MUST BE NONPROFIT**
- Announcement will AIR for not more than four weeks
- A **NEW FORM** must be sent each time a new message is to be aired
- Messages must be submitted in writing and be 30 words or less
- Include **WHAT, WHEN, WHERE & PHONE #**
- Specify **START** and **END** date
- Provide a contact person, phone and email for office use only
- PSA must be received at least 5 business days prior to start date
- Completed form should be mailed to:

Mayor's Office  
25 West Main Street  
Auburn, WA 98001

Phone: 253-931-3099  
FAX: 253-288-3132

TV21      [www.ci.auburn.wa.us](http://www.ci.auburn.wa.us)

**EVENT TITLE:**

**DATE(S) & TIME of EVENT/MEETING:**

**LOCATION INCLUDING STREET ADDRESS:**

**PHONE # TO CALL FOR MORE INFO:**

**Organization Contact Person:**

**Nonprofit Organization:**

**Phone:**

**Email:**

**Start Date:**

**End Date:**