

**Community Announcements Request Form**

The Town of Troutman has multiple ways to announce upcoming events for Troutman and the surrounding community. Below are the guidelines for each.

1. Town Electronic Sign located on the Richardson Greenway on Highway 21.

- A. *Event must be conducted within Town limits*
- B. *Must be for non-profit.*
- C. *Please note: Limited space on sign screen. Only basic information listed.*

2. On the Town website ([www.townoftroutman.org](http://www.townoftroutman.org)) and will be listed under Troutman Events.

- A. *Area events only. (Iredell County)*
- B. *Must be for non-profit.*

3. Town of Troutman Planning Facebook page.

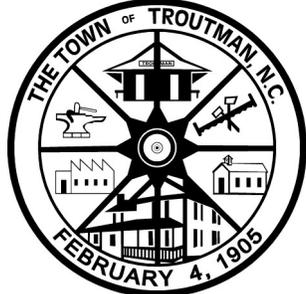
- A. *Area events only. (Iredell County)*
- B. *Must be for non-profit.*

4. The Whistle Stop Newsletter.

- A. *Event must be conducted within Town limits*
- B. *Must be for non-profit.*
- C. *Deadline for newsletter is the 15th of each month for the following months issue.*
- D. *Space is limited for announcements and may or may not make the edition.*

**TOWN OF TROUTMAN**

PO BOX 26  
400 NORTH EASTWAY DRIVE  
TROUTMAN, NC 28166  
PH: 704-528-7600 FAX: 704-528-7605



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***Application expires in 30 days.***

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Message: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please check how you would like your event posted.

Electronic Sign       Website       Facebook       Newsletter

Attachments: Yes  No

Contact Name: \_\_\_\_\_ Contact No. \_\_\_\_\_

*Number will not be posted unless requested. Check here for permission to posted.*

Signature: \_\_\_\_\_ Request Date: \_\_\_\_\_

Request form must be return to Troutman Town Hall by one of the following: email ([info@townoftroutman.org](mailto:info@townoftroutman.org)), fax (704-528-7605), or had deliver to Town Hall 400 North Eastway Drive.

*\*The Town of Troutman reserves the right to edit proposed announcements and the right to refuse to post announcements due to space limitations or for any other reason.*