

TOWN OF TROPHY CLUB NEWS LISTSERVE INFORMATION REQUEST FORM

NAME: _____

DATE REQUESTED: _____

SUBJECT: _____

DATES FOR POSTING: _____

PHONE NUMBER or EMAIL: _____

Please state below the information to be placed on the ListServe. Please return this form to Lisa Hennek, lhennnek@ci.trophyclub.tx.us, at the Town Offices or you may fax it to 817-491-9312. Should you have any questions, please call Lisa at 682-831-4601. Attach extra pages as needed.

Please state exactly what you want posted – 45 words maximum for each page.

ALL INFORMATION IS SUBJECT TO APPROVAL

Guidelines for Posting:

- Town/MUD information is first priority
- ListServe is sent every Friday that the offices are open
- Information received must be non profit / cannot reflect a monetary gain
- Information must be submitted 3 business days prior to your posting request date
- A request must be submitted for each media posting
- Town, MUD, School, County, Philanthropic/Public Benefit and Community Related Information Only
- The Town cannot guarantee information will be posted on date requested
- Must be submitted via this ListServe communication form or online at http://www.ci.trophyclub.tx.us/forms/news_listserve.asp