

# TOWN OF TROPHY CLUB WEBSITE INFORMATION REQUEST FORM

NAME: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

DATES FOR POSTING: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

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Please state below the information to be placed on the Town's website. Please return this form to Shannon DePrater at the Town Offices or you may fax it to 817-491-9886. Should you have any questions, please call Shannon at 682-831-4605. Attach extra pages as needed.

**Please state exactly what you want posted.**

**ALL INFORMATION IS SUBJECT TO APPROVAL**

Guidelines for Posting:

- Town/MUD information is first priority
- Information received must be non profit / cannot reflect a monetary gain
- Information must be submitted 3 business days prior to your posting request date
- Town, MUD, School, County, Philanthropic/Public Benefit and Community Related Information Only
- A request must be submitted for each media posting
- Postings will be only allowed on the following pages:
  - Clubs and Organizations – only name, website and/or contact number
  - Places of Worship – only name, website and/or contact number
  - News and Information – Community Events
  - Web Calendar – Community Event Dates
- Can also be submitted via website communication form:  
<http://www.ci.trophyclub.tx.us/forms/website.asp>