

Village of Sussex  
Email: wisussex@wi.rr.com  
N64W23760 Main Street, Sussex WI 53089  
Phone 262-246-5200 Fax 262-246-5222

## Public Service Announcement Request

### APPLICANT INFORMATION

Name of Organization \_\_\_\_\_

Street \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

### ANNOUNCEMENT

The Village of Sussex will help publicize your organization's special events & activities (space permitting). Please furnish the basic facts, what, where, when etc. Remember the shorter the announcement, the greater the impact.

Conditions:

1. This service is available to non-profit religious, civic, educational, & charitable organizations established in or with a branch in the Village of Sussex.
2. This service is intended for promotion of special events & activities.
3. All requests are subject to Village Administrator approval.
4. Announcement request must be submitted to the Sussex Village Hall on this form.
5. Announcements will run on a space permitting basis for a maximum of two weeks.
6. Announcements are limited to 180 characters.

### SIGNATURE

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date