

**Request for a Listing on the
Around Our Town Events Calendar
aired on the SCSTV Community Bulletin Board**

Event Title: _____

Sponsoring Organization: _____

Date & Times: _____

Location: _____

Access for people with disabilities: _____ YES _____ NO

Basic Information: _____

Cost: _____

Phone Number/Contact for Details: _____

The City of St. Clair Shores accepts requests for a listing of a non-city sponsored event or activity on the **Around Our Town Events Calendar** running on the SCSTV Community Bulletin Board under the following conditions:

- All requests must be submitted to the Communications Department in writing and must include a \$20 check payable to the *City of St. Clair Shores* to cover administrative costs.

Send Requests to: **Communications Department**

Around Our Town Events Calendar

27600 Jefferson Circle Dr.

St. Clair Shores, MI 48081

- Requests must be received at least three weeks prior to the event/activity date
- A listing will appear in order of date on predesigned templates on the **Around Our Town Events Calendar**.
- A listing will air for a maximum of two weeks.
- Requests are considered on a first-come, first-serve basis.
- Due to space limitations, preference is given to events/activities occurring in the City itself and sponsored by organizations, individuals, or businesses residing in the City of St. Clair Shores
- Listings for consideration must be non-political in nature. Acceptable subjects are non-profit fundraisers, car washes, fraternal, dinners, sporting events, rummage sales and similar events and activities.
- The City of St. Clair Shores reserves the right to refuse a request for a listing. Appeals may be made to the Communications Commission directly at a regularly scheduled meeting and their decision is final.