



## Community Message Board Policies and Procedures

- ◆ Messages will appear in a timely manner to promote local events.
- ◆ Messages will be prioritized and scheduled to appear on a first come, first served basis.
- ◆ Events organized by the Village will be given first priority.
- ◆ Events taking place in Grafton and sponsored by local civic, community, sports, school, church and non-profit groups will have priority over events taking place countywide or in neighboring communities.
- ◆ Messages will appear for a maximum of two weeks and a minimum of 3 days, unless no other requests are received.
- ◆ There will be no political candidate campaign messages.
- ◆ Organizations wishing to have a message displayed must submit it, in writing, either via fax, e-mail or mail.
- ◆ Messages can be up to 4 lines long (approximately 12 word maximum).

The Chamber Executive Director will be given the authority to use his/her discretion in determining the appropriateness of the message content. An appeal of a denial of a message or as to message content can be made to the Village Board. Its decision shall be final.

Message Request Forms can be obtained from, and then returned to:

Grafton Area Chamber of Commerce  
 P.O. Box 132  
 1624 Wisconsin Avenue  
 Grafton, WI 53024  
 Phone: 262-377-1650 Fax: 262-375-7087  
 E-mail: [graftonadmin@grafton-wi.org](mailto:graftonadmin@grafton-wi.org)  
[www.grafton-wi.org](http://www.grafton-wi.org)

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### Community Message Board Message Request Form

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

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Desired Message (please print and include punctuation):

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