

Town of Gray
Municipal Website
Publication Request

Name of Applicant _____

Name and Address of Organization or Business _____

Contact information: phone _____ alt phone _____

E-mail address _____@_____. _____

Is this entity

_____ not for profit volunteer _____ not for profit paid staff _____ for profit _____ a municipal department, board, or committee

other (please explain) _____

Please attach a mission statement or other information demonstrating that your organization / business meets the criteria for publication on the Town of Gray municipal Website.

Requesting:

_____ Community Calendar _____ Business / Organization Listing _____ Sponsor Listing

_____ Newsletter Submission _____ other (please explain) _____

Please provide your submission information as follows:

For Community Calendar (as you wish it to appear in the calendar) Name of Organization, Name of Event, Time, Date, Location of Event, Any cost for the event, contact info for tickets, questions etc., cancellation info if any. Submissions to the Community Calendar will be posted in as timely a manner as possible. It is recommended that submissions be sent at least 2 weeks prior to the event being promoted.

For Business / Organization Listing (as you wish it to appear in the calendar) Name of Business, Street Address and Mailing Address of Business, Business Phone and Fax Numbers. Proof that business / organization is registered with the Town of Gray. Listings are valid for one year. It is the sole responsibility of the registered owner / clerk of the business or organization to periodically review the listing and provide updated information and request for annual renewal as necessary.

Sponsor Listing please provide all the information included for the regular listing, AND one e-mail address, one web address and a jpeg graphic of 60 px X 60 px. Jpeg MUST be provided digitally via e-mail.

For Newsletter Submission (publications dates are mid Feb., May, Aug., and Nov.) For each newsletter, submissions are due by the 15 of the previous month. All submissions and any associated photos must be in digital format.

All submission may be e-mailed to communitydevelopment@graymaine.org or delivered to Town Hall at 24 Main Street FMI call Gray Community Development Department at 207-657-3112.