

GUIDELINES FOR POSTING ANNOUNCEMENTS ON THE MCC LAKE SHORE DRIVE SIGN

Anyone who wishes to have an announcement posted shall comply with the following guidelines:

1. Announcements shall be in writing and received in the Public Information Office at least one week prior to the date of the scheduled event.
2. Announcements shall include the following:
 - (a) name or title of event/activity
 - (b) site of event/activity
 - (c) date and time of event/activity
 - (d) name and telephone number of person responsible for the event/activity

Announcements that will increase community and public awareness of activities, services, events, programs in which they are involved and/or invited to participate will have top priority for posting. The Public Information Coordinator will use discretion regarding which announcements should be posted. In the event all announcements appear to be in the TOP PRIORITY category, the Director of Community Relations shall confer with the President.