

Special Event Newspaper Advertisement Form

To assist special event organizers with media announcements for their event Las Animas County is supplying this form. Per the Special Event Permit Regulations Section VI, L, "Placement of an advertisement, or advertisements, *explaining the details of the event a minimum of seven (7) calendar days prior to the event, in at least one local newspaper* of general circulation as approved by the County. The cost of the advertisement shall be at the Applicant's expense.

The display ad should provide the following information:

1. Name of Event
2. Event Organizers/Sponsors
3. Explanation of the Event to include Event Location
4. Date(s) and Time(s) of the Event
5. Phone Number for Public Questions

The display ad should be no smaller than 2" x 4" depending on the corresponding column inch by the designated newspaper. Proof of ad needs to be submitted to the Special Project Coordinator three (3) days prior to the event.

Name of Event Event Organizers
Explanation of Event
Date and Time of Event
Organizer Contact Information

Temporary Road Closure Requirements are similar to the above with the exception per the Special Event Permit Regulations, Section V, H2, "Prepare a public service announcement that specifies the date, time, locations, and type of Temporary Road Closure and *distribute it to the list of local media outlets supplied by Las Animas County Government seven (7) to fourteen (14) days prior to the Special Event*".

Please use the example above for newspaper advertising and public service announcements with radio and television.

If you have any questions regarding this form, please call the Special Projects Coordinator at 719-846-4766.