



TOWN OF KITTERY
Office of the Town Manager
200 Rogers Road, Kittery, ME 03904
Telephone: 207-475-1329 Fax: 207-439-6806
ncolbertpuff@kitteryme.org

Nancy Colbert Puff
Town Manager

Channel 22 Message Board

The message board is for the use of departments of the Town of Kittery.

- Use this form only. Do not submit a cover letter, flyer or handwritten note in its place.
- Messages for a specific event must be received at least ***two weeks prior to desired start date.***
- Messages may be displayed up to 30 days prior to an event.
- Keep complete words on the same line. Do not hyphenate words at the end of a line.
- Include the basics in your message: what, when and where.
- Provide a contact phone number in the message, if applicable.
- Messages may not be longer than one page (of the specified display area).
- All messages are subject to the approval of the Town Manager.

Requestor's Name: _____

Today's Date: _____

Department: _____

Phone: _____ Email Address: _____

This announcement should run from: _____ to _____

The message should run until further notice.

Message (be brief, and clear): Messages to be no more than 7 lines, 32 characters/line

| | |
|---|--|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |