



NEWSLETTER ANNOUNCEMENT FORM

PREPARED BY:

Name

CONTACT INFORMATION:

Email address

phone number

RELATIONSHIP TO FAMILY OR PERSONS NAMED IN ANNOUNCEMENT: _____

INSTRUCTIONS: This form is provided to allow residents and neighbors of Sunset Valley to share important life events in the City's monthly newsletter. This information may include birth announcements, death announcements, moving away notices and introductions of those new and coming to the City. The privacy of all residents is of utmost importance; therefore, only announcements submitted, approved and confirmed by the person or family named in the announcement will be published. Unconfirmed and unapproved reports from neighbors and friends, while well meaning, will not be published.

All announcements must be submitted to the City in writing, via email or hardcopy, and must include the name and contact information of the person submitting the announcement, as well as their relationship to the person(s) named in the announcement (example self, family member, or family friend). As appropriate, one picture may be included with the announcement. All submissions must be original work. Once the announcement is received and permission to publish is confirmed, the information will be posted in the next newsletter, as space is available.

For more information, or to submit announcements, please contact email citysecretary@sunsetvalley.org or call (512) 892-1383.

ANNOUNCEMENT:
