



# City of Williamston

161 E. Grand River Avenue, Williamston, MI 48895  
517-655-2774; fax, 517-655-2797; [www.williamston-mi.us](http://www.williamston-mi.us)

## DIGITAL MESSAGE BOARD APPLICATION

▶ Organization Name: \_\_\_\_\_

▶ Organization Address: \_\_\_\_\_

▶ Responsible Party Name: \_\_\_\_\_

▶ Phone and E-Mail: \_\_\_\_\_

▶ Dates to Run Message: \_\_\_\_\_  
(14 days maximum run time)

▶ Message: \_\_\_\_\_

(attach event flyer if available)

▶ Is there a fee/cost for this event:      Yes      No

▶ \_\_\_\_\_  
Applicant's signature (and title where applicable) Date

### City Use Only

Staff Approval/Date:

Entered by:

Removal date:

**Questions: 517-655-2774, [info@williamston-mi.us](mailto:info@williamston-mi.us)**

***See reverse side for entire Digital Message Board Policy***

## **Digital Message Board Policy**

### ***Adopted May 9, 2022***

Postings on the City of Williamston digital message board are limited to the following and posted in the following priority order:

1. All official City Council/City Hall messages are top priority.
2. Events and activities of subunits of the City of Williamston are second in priority. These would include the DDA, the Police, Fire, DPW, Sewer/Water, and other City-sponsored events and activities.
3. Williamston School District-wide announcements. District messages would include activities and events open to the general public. This may include events, recognitions, and activities such as a school concert, kindergarten enrollment, special achievement etc.
4. Announcement of non-commercial events, ceremonies, festivals, concerts, service club fund raisers, shows, etc., open for the public to attend.

#### In all cases:

- No personal messages are allowed. These include birthday, anniversary, birth, retirement, announcements, and other messages of a personal nature as determined at the discretion of the City Manager or their designee.
- No political advocacy messages are allowed. However, announcements alerting the public to vote without advocating how to vote may be accepted.
- No religious messages.
- No messages, advertising for commercial gain or promotion.
- The City reserves the right to edit all messages submitted for posting, to ensure clarity and length.
- All messages are posted on a first-come first-served basis and in the priority listed above.
- Based upon availability, messages may be posted no earlier than four weeks prior to the scheduled event.
- Messages desired to be posted by priority groups 3 and 4 above will not be posted for more than 14 days total.
- Message requests must be dropped off in written or printed form to Williamston City Hall, 161 E. Grand River Ave. Faxed or emailed messages are not accepted without prior approval from the City Manager. Flyers will be edited at the discretion of the City. No verbal requests will be accepted. Williamston Schools will process school and school-related messages.
- Events with a cost are the lowest priority and must indicate the cost. If there are varied costs, the message will indicate the cost as “Starting at \$\_\_\_\_\_”.