



Parks and Recreation
123 S. Esplanade St.
Leavenworth, KS 66048
(913) 651-2203

Stubby Park Publication Request

In January 2020, the City of Leavenworth unveiled a new LED monument sign in Stubby Park on 4th Street, the city's main thoroughfare. The sign will be used to keep the general public informed of city information, including any emergency notifications, and community events. If you are interested in submitting an item for publication, please review the guidelines on our website at www.leavenworthks.org/parksrec and then complete this form for consideration.

Guidelines for Requests:

- A) All requests for publishing shall be submitted to the Parks and Recreation Director or designated representative for review and approval. Except in the case of emergency notifications, all requests must be received a **minimum of seven days prior to the requested publish date**. Disputes/questions regarding publishing eligibility shall be referred to the City Manager, or designee, for final approval.
- B) All publishing shall be conducted by City of Leavenworth Parks and Recreation trained staff.
- C) All publishing shall be concise as determined by publishing staff members.
- D) Messages must include all pertinent information such as time, date, and location.

Applicant Information:

Name of Organization: _____
Contact Person: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone: () _____ Email: _____

Event Information:

Purpose of Event: _____
Date: _____ Time: _____ : _____ am/pm Location: _____
Run Dates: Start _____ End _____
Requested Wording: _____

Signature: _____ Date: _____

Reviewed/Approved by: _____ Date: _____