

# ENFIELD GOVERNMENT CHANNEL ANNOUNCEMENT FORM

\*Please submit all requests with the attention to Ayona Cooper\*

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**ANNOUNCEMENTS MUST BE SUBMITTED AT  
LEAST 24 HOURS PRIOR TO THE EVENT. KEEP  
IN MIND THAT THE GOVERNMENT CHANNEL  
IS ONLY UPDATED MONDAY-FRIDAY.**

Name of Event/Meeting: \_\_\_\_\_

Name of Representative/Organization: \_\_\_\_\_

Contact Name & Number: \_\_\_\_\_

Cost/Fee: \_\_\_\_\_

Date(s) of Event/Meeting: \_\_\_\_\_

Location of Event/Meeting: \_\_\_\_\_

Start & Ending Time of Event/Meeting: \_\_\_\_\_

