

## Request to Display Notice – GRC Electronic Community Noticeboards

Complete the form below to request display of a notice on Council's Electronic Community Noticeboards; and email the completed form to [mail@grc.qld.gov.au](mailto:mail@grc.qld.gov.au).

Notices to be displayed need to be short and succinct. If you have a lot of information, provide a contact number or a webpage URL where viewers can find out more. Notices must comply with the Goondiwindi Regional Council Guidelines and Procedures for Use of the Electronic Community Noticeboards (*copy available from Council's Customer Service Centre or from Council's Website [www.grc.qld.gov.au](http://www.grc.qld.gov.au)*).

We recommend that you **submit this form at least two weeks before the date of display**, to allow time for approval and uploading of the notice. There is no charge for use of the space, but the wording used must be appropriate for public viewing. Council will review and approve all notices to be displayed and reserves the right to edit notices if required and/or refuse any works potentially deemed inappropriate.

You are encouraged to use additional communication channels to convey your message.

<b>Contact Name</b>	
<b>Phone Number</b>	
<b>Email Address</b>	
<b>Message</b>	<i>Maximum of 22 characters per line – up to a maximum of 5 lines.</i>
<i>Event Name</i>	_____
<i>Date/s</i>	_____
<i>Brief Details (max. 2-lines)</i>	_____ _____
<i>Best Contact for More Info (optional)</i>	_____
<b>Publishing START date</b>	DD/MM/YYYY
<b>Publishing END date</b>	DD/MM/YYYY
<b>Repeat Frequency</b>	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly

## ***Location of the GRC Electronic Community Noticeboards:***



Noticeboard 1 is located in the Goondiwindi Town Park, on the Marshall Street frontage. This noticeboard will be used for Council Information (e.g. public notices and disaster management information) AND will also be made available to Community Groups and Organisations to promote upcoming events/functions, in place of the Banner Display system previously used in the Marshall Street CBD.

Noticeboard 2 is located in McLean Street in front of the Council Chambers. Again, the noticeboard will be used to communicate Council Information (particularly in the lead up to and during flood events and/or other types of disaster events) and will also be made available to display community events information during the quieter periods.

Noticeboard 3 is located in front of the SES building in Inglewood. This noticeboard will be used for Council Information (e.g. public notices and disaster management information) AND will also be made available to Inglewood Community Groups and Organisations to promote upcoming events/functions.

## ***Have you considered including your event in the:***

### **GRC Events Calendar**



Community groups and organisations are encouraged to make use of the free Events Calendar on Goondiwindi Regional Council's website [www.grc.qld.gov.au](http://www.grc.qld.gov.au)

The Events Calendar is designed to keep residents and visitors to our community informed of upcoming events and activities within the region. It is a great communication tool and forward planner for future community events.

Go online and register your event today! <http://www.grc.qld.gov.au/submit-an-event>