

COMMUNITY BULLETIN BILLBOARD GUIDELINES

- ✓ Requests will be submitted at least seven (7) days in advance, but no more than three (3) months prior to the event. Number of days message is displayed will be determined by staff based on number and size of other requests during the requested period, but usually no more than seven (7) days.
- ✓ Messages must be no more than 75 characters.
- ✓ No political advertising (exception: “Don't forget to vote”).
- ✓ No religious advertising (exception: No admission charge community Christmas programs; no admission charge community Halloween Carnivals, or alternative activities; no admission charge community wide concert in a public facility).
- ✓ No “for profit” advertising.
- ✓ “For profit” requests to advertise cultural and recreational events to be held at a public facility will be evaluated by staff.
- ✓ All requests will be submitted in writing on approved preprinted form to:

City Clerk Department
200 E. Broadway
Hobbs, New Mexico 88240
Fax (575) 397-9334