

# Longview News-Journal

## Community Happenings Submission Form

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1. **Name and non-profit tax number (i.e., 501(c)(3), 509(a)(2), etc.), for organization planning the event/program:**

**Non-Profit Tax #:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

*Effective January 2009, all organizations wishing to advertise in Community Happenings MUST provide the Longview News-Journal with your organization's non-profit tax number (i.e., 501(c)(3), 509(a)(2), etc.), along with the Community Happenings Submission Form.*

2. **Event host contact information:**

\_\_\_\_\_

*Contact Name*

\_\_\_\_\_

*E-mail Address*

\_\_\_\_\_

*Phone #*

\_\_\_\_\_

*Fax #*

3. **Mailing:**

\_\_\_\_\_

*Street Address*

\_\_\_\_\_

*City*

\_\_\_\_\_

*State*

\_\_\_\_\_

*Zip Code*

4. **Name of event/program:**

5. **Name of organization in which the event/program will benefit:**

6. **Date, time and location of event:** *(Please indicate address for event location.)*

7. **What sponsorship recognition opportunities are available for this project/program or event?**

8. **Please describe the event/program and the ways in which it will benefit the community or organization. Be as specific as possible.**

9. **Please list the time frame in which promotion can occur for this event/program.**

For questions, please contact Lynda David at 903-232-7272.  
Submission and Guidelines forms must be mailed to:  
Longview News-Journal / Attn: Lynda David / P.O. Box 1792 / Longview, TX 75606  
Forms can also be faxed to: 903-232-7204