

Community Bulletin Board Policy

The Community Bulletin Board provides a listing of community events, community services and other noncommercial advertising. The Community Bulletin Board is maintained and managed by the City of Brooklyn Center.

The Community Bulletin Board is offered as a free public service.

Eligible Participants

Entities and groups eligible to submit content on the Brooklyn Center Community Bulletin Board include:

- Local governments.
- Local private and public educational institutions.
- Local nonprofit organizations.
- Local service groups.
- Local social and recreational clubs.
- Local businesses.

Message Evaluation

Each message is reviewed by City Staff for conformance with eligibility and content guidelines. Priority is given first to City Sponsored events and information, then to announcements submitted by Brooklyn Center organizations.

Message Content Requirement and Restrictions

- Messages must be submitted in writing via e-mail to info@ci.brooklyn-center.mn.us.
- Messages must be submitted at least two weeks before a scheduled event.
- Messages must be brief (follow guidelines below).
- All messages are subject to editing and condensation.
- Include the following information in each submission:
 - *Name and Contact Number (person making the request). This will not be shared.*
 - *Title of the event*
 - *Summary (A short summary of the event)*
 - *Location (Name of the venue hosting the event)*
 - *Address (Full address of the event)*
 - *Website (The URL of the Website for the event (http://))*
 - *Details (The full description and details of the event)*
 - *Dates and Times (The Dates/Times of the Event)*
 - *Category: Outdoor, Other, Music/Concert, Holiday, Seasonal, History and Heritage, Free, Food & Drink, Family Fun, Fairs/Festival, Expo, Exhibit, Dinning, Comedy, Shopping, Sporting Events, Theatre/Dance, Walks/Runs*
- Submissions WILL NOT be considered if:
 - All of the above information is not provided.
 - The information is not submitted a minimum of two weeks before a scheduled event.

Disclaimer

The Community Bulletin Board is provided as a public service. Therefore, while the City shall endeavor to ensure that the messages submitted by individuals/organizations are transmitted accurately and in a timely manner, the City makes no warranties or representations that any message will, in fact be transmitted accurately or at any particular time. The City cannot take responsibility for the *factual* accuracy of the information as submitted (i.e., times, dates, specific locations, name spellings and phone numbers). That responsibility rests with the originator of the information.