

CITY OF BALDWIN

Post Office Box 247 • Baldwin, Georgia 30511-0247 • (706) 778-6341

Media Requests Form

This document serves to provide transparency between the City of Baldwin, our citizens and our local media. We strive to bring our media, and thus our citizens, the most upfront and quality answers we have to offer. Please fill out the questions below, as we want to ensure that we are fully answering any questions you may have.

Please do not use this form as an Open Records Request.

1. Name of the requestor: _____

2. Name of the media agency the requestor represents: _____

3. Address of the media agency listed above: _____

4. Would like to meet with a city official, or do you have questions? (Circle one)

Meet or questions

5. When is your deadline? Date and time: _____

- Please note we will get back to you as soon as possible, and not including a deadline above will void the city of any responsibility for a response. If there is no deadline, please indicate as so.

7. From which department, or city official are you requesting? Please refer to title of the person, person's name or the department. _____

Please send this form to media@cityofbaldwin.org or by mail to P.O. Box 247 Baldwin, Ga. 30511.

If you circled questions above, please list all questions below. If you should need additional space for questions, please see page 2. The City of Baldwin does not guarantee a response by the deadline.
