



**CMC**  
**BULLETIN BOARD REQUEST**  
*(BBR1-05)*

Entered Bulletin Board: _____ Date: _____
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You must be a non-profit community service organization to qualify for the use of the free electronic bulletin board for announcements of events and services.

<b>EVENT INFORMATION:</b>
<b>Event Name:</b> _____
<b>Event Date:</b> _____
<b>Time:</b> _____
<b>Location:</b> _____
<b>Organization:</b> _____
<b>Contact Name</b> (to be posted on bulletin board): _____
<b>Phone Number</b> (to be posted on bulletin board): _____
<b>Additional Information:</b> _____
_____

**General information for publicizing your organization or event using Channel 19:**

- Your announcement will probably be on one week before the date of event. If you want to publicize information or a service such as a group that meets regularly you should send us the information by the first of the month.
- Regular announcements are aired according to the demand. We have limited space, but we try to give everyone a fair chance to publicize their organization or event.
- We need a contact person's name to verify information if necessary and a phone number for people to call for more information.
- You can mail the form, drop it by, e-mail or fax it to us. Please copy this form and use it in the future.

**The Community Media Center is here to serve the community. We are predominately a volunteer organization with limited resources so please help us by giving us adequate lead time and printing legible and concise information.**

Thank you for your support.