

# COMMUNITY BULLETIN BOARD REQUEST

Name of Group \_\_\_\_\_

Name of Contact \_\_\_\_\_ Phone \_\_\_\_\_

Email address \_\_\_\_\_ Evening Phone \_\_\_\_\_

Date of event \_\_\_\_\_ Name of the event \_\_\_\_\_

Content of message (Please check all spelling) This will be a standard message with one or two fonts and colors on a generic background. For special slides see information below. Limit 50 words.

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Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Special instructions or specific dates to run

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If you want a more elaborate message with a photo background, design the slide yourself and submit as a 720 x 480 .jpg image. Be sure the graphics are large enough to read on TV screen and that the background is not too busy. The Access Coordinator reserves the right to approve slides for airing.

THE COMMUNITY BULLETIN BOARD IS FOR USE BY THE LOCAL SERVICE GROUPS AND NOT-FOR-PROFIT ORGANIZATIONS IN MENOMONEE FALLS. COMMERCIALS FOR BUSINESS ARE NOT ALLOWED BY ACCESS BY-LAWS BUT SPONSORSHIP OF AN EVENT IS ALLOWED. THE ACCESS COORDINATOR WILL MAKE ALL DETERMINATIONS AS TO A MESSAGE BEING LEGAL. **Send this form to FALLS CABLE ACCESS, PO Box 342, Menomonee Falls, WI 53052 at least one week before the air date. Or FAX to 262-255-5663.**