

COMMUNITY BULLETIN BOARD

The message board is a free service provided by Charter Communications for non-profit organizations to post upcoming events. Please complete the form and either EMAIL <u>charterbulletins.ctne@charter.com</u> or MAIL form to:

Northeastern CT Community Access TV 207 Tuckie Road North Windham, CT 06256

- 1. Use this form only. Do not submit a cover letter, flyer or handwritten note in its place.
- 2. Submit completed form at least 5 business days prior to desired start date.
- 3. Keep complete words on the same line; do not hyphenate words at the end of a line.
- 4. Include the basics in your message: what, when and where. Provide a contact phone number in the message, if applicable.
- 5. Messages may not be longer than one page, and must fit into the grid below, one letter per box. Spaces and punctuation each count a character.
- 6. Anonymous messages will not be shown. All messages must be accompanied by the requester's name; this name does not have to appear in the message itself.
- 7. Announcements will air for a maximum of two weeks prior to the event date.
- 8. Messages are cablecast on a first-come, first-serve basis.

Name/Organization:		Date:	_
Address:			
		Zip:	_
Phone #:		Cell #:	_
NON-PROFIT I.D. NUMBER	::		_
This announcement should run from:/ to to			

FOR OFFICE USE: Date Rec'd:_____Date Posted:_____by___Pull Date:_____