



Please PRINT all information requested in order for your announcement to air correctly.

Name of Event or Announcement: _____

Date, Time & Location of Event: _____

Name, Address & Phone number of sponsoring Organization: _____

Organizations Non-Profit Tax ID Number: _____

Date announcement will run until: _____

(Announcement will run a maximum of 30 days or until date indicated, whichever comes first Renewals for ongoing events may be sent in after 1 month.)

All announcements must publicize events or ongoing services intended for the good of the general public and be sponsored by a non-profit organization, priority will be given to an organization in the Comcast franchise area including Hamden, New Haven and West Haven.

Announcements must be submitted to CTV using the supplied CBB forms in person or by Mail. Due to the large demand for this service we cannot accept faxes.

All announcements for airing shall be submitted at least three (3) weeks in advance of the event. Although we endeavor to air all announcements, we cannot guarantee that all submissions for the Community Bulletin Board will be aired.

The production staff reserves the right to edit copy text, choose fonts, colors and graphics for any announcement as they see fit.

I have read the above terms and conditions for submitting information to the CTV Community Bulletin Board (CBB) and acknowledge and agree to them.

Signature: _____ Telephone: _____

Print Name: _____ Address: _____

Please use this form and **do not** send press releases. You may make as many copies of this form as you like for future use. A contact phone number **must** be submitted on the form. We can mention if a donation is suggested but we cannot mention dollar amounts.

Any questions? Please feel free to call us at (203) 562-2288

STAFF USE ONLY:

Date Up: _____

Date Down: _____

Page Number: _____