



COMMUNITY BULLETIN BOARD REQUEST FORM

Please **Print/Type** your information in the boxes below.

Title/Heading		Each slide airs for about 10 seconds. Please try to limit content for easy reading.
Date(s) of Event		
Location		
Time(s)		
Cost		
Details to share		
Event Contact Info		

Send event information 3-4 weeks in advance of your event. We recommend airing your announcement for at least two weeks. We reserve the right to edit copy to fit available space. If the content of your message needs to be drastically altered, you will be contacted.
No announcement will be used if the information below is not completed.

Contact info for our files.	
Organization Represented:	
Federal Tax Exempt ID Number:	
Name/Title:	
Address:	
Email:	
Phone Days:	Phone Evenings

Slides will be aired on channel 21 Comcast, and channel 187 Charter Communications.
 If you have any questions, please call Monroe Public Access Cable Television, Inc. at (734) 243-5707.

Drop off, email or mail your information to the studio. Our email address is calendar@mpactstudio.org.