

Berkeley Community Media

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COMMUNITY BULLETIN BOARD POSTING REQUEST FORM

PLEASE PRINT CLEARLY OR TYPE

ORGANIZATION _____

YOUR NAME AND TITLE _____

PHONE _____ FAX _____

ADDRESS _____

E-MAIL/WEB _____

EVENT NAME _____

LOCATION _____

DATE _____

TIME _____

CONTACT INFO _____

ADDITIONAL INFO (12 WORDS OR LESS) _____

POLICIES

Due to the overwhelming volume of requests we get for creating PSA pages on the Community Bulletin Board, our bulletin board staff requests that you restrict your PSA information to just the facts, as outlined above, and only submit one announcement per form. Thank you for your patience and cooperation.

* B-TV 28 reserves the right to edit PSA announcements for brevity or space requirements as needed.

* PSAs run until the event has transpired, or for 30 days, whichever comes first.

* Please allow enough lead time for your posting. We make every effort to post your message within 7 days of receipt. We regret that we can no longer handle rush, last minute, and same day requests for posting.

* BCM reserves the right to deny posting announcements that are illegible.