



# Bulletin Board Announcement Request

## ORGANIZATION INFORMATION

Organization Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

## KEY MESSAGE INFORMATION

Pref. Start Date: \_\_\_\_\_ Pref. Stop Date: \_\_\_\_\_

Title of message \_\_\_\_\_

Date, Time of Event \_\_\_\_\_

Event Location \_\_\_\_\_

## EVENT / CONTACT INFORMATION

Point of Contact \_\_\_\_\_

Telephone \_\_\_\_\_

Email /Website Address \_\_\_\_\_

## ADDITIONAL INFORMATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- This is a time-sensitive message
- This is a year-round announcement
- I am sending graphic/logo file via email (JPEG).
- I will send /drop off art on a CD
- I am interested in becoming a VCAT member.
- Please add me to the VCAT email list.

## GUIDELINES

The VCAT Bulletin Board is designed for non-profit, non-commercial use to inform the public of various events, services and/or activities that are occurring in Vallejo or are of interest to or involve Vallejo residents.

The VCAT Bulletin Board is updated every Thursday. A Request form must be completed for each announcement. Please allow 10 days to review and process your request. In order to maintain a current Bulletin Board, please note that year round messages must be resubmitted every 2 months. Year-round messages may be played on a staggered weekly schedule, and may not appear every week. "Lost Pet" messages will be accepted from any member of the Vallejo community and placed on the VCAT Bulletin Board as staff time and space allows.

## USERS

Non-profit organizations, community groups, schools, universities, and local government(s) that serve Vallejo may utilize the VCAT Bulletin Board. Please be prepared to show proof of eligibility.

## PROHIBITED USES

The VCAT Bulletin Board WILL NOT cablecast the following:

- endorsement of any products or services
- solicitation of monetary donations or contributions
- endorsement of political candidates or ballot measures
- promotion of lottery information
- libelous, slanderous or illegal material
- obscene or indecent material

## REQUIREMENTS OF SUBMISSION

- A Bulletin Board Announcement Request form must be completed for each entry or announcement.
- Requested information must be typed or printed clearly on the request form. Organizations may also include a flyer or press release with pertinent information.
- Requests should be submitted 10 days prior to the first day of the scheduled announcement.
- Event announcements will only be published no more than 30 days prior to the event.
- Bulletin Requests that are submitted must be for non-commercial public information purposes and will be cablecast as space and time allows.
- If for any reason an event or activity is canceled, VCAT must be notified immediately.
- Bulletin Request forms can be submitted in person at the VCAT Office located in Room H100 at Jesse Bethel HS, by email at [info@vcat.tv](mailto:info@vcat.tv) or by fax at (707) 643-3287.

**I have read and understand the VCAT Bulletin Board Guidelines.**

Signature \_\_\_\_\_ Date \_\_\_\_\_