REVISED DECEMBER 2010

USING THE WEST SPRINGFIELD PUBLIC ACCESS TELEVISION COMMUNITY BULLETIN BOARD

The Community Bulletin Board is a continuous display running 24 hours a day, seven days a week on Channel 15 on the West Springfield cable system, and is an ideal way to get news of your organization's events to the viewing public. Depending on the number of announcements running at any given time, it recycles every two to three minutes, giving your message up to 500 exposures a day!

There is no charge, but messages are limited to non-profit, governmental agencies and other organizations. Advertising, political, fundraising, and private or personal notices will not be aired. Events happening, or affecting the residents of West Springfield will be given preference over out-of-town events. WSPEGTV reserves the right to edit submissions due to space and content considerations. Please send us your announcement at least one week in advance of your requested start time.

You can use the grid below for your announcement if it is helpful to you, but we will accept typed or emailed submissions. **We do not accept announcements over the telephone.** You do not have to center lines – this will be done automatically when entered on to the bulletin board. Keep this is mind – **less is best!** Keep your announcement as short and to the point as possible. Too much information makes the announcement difficult to read in the allotted exposure time. Do not split words at end of line. Spaces and punctuation marks count as letters.

Your announcement **MUST** include the name of the organization, and a phone number (or address) that viewers can contact for more information.

26 characters across																										
10 lines down																										

Submission date:	Requested start date:	Requested end date:
Contact name:		Contact phone number:
Contact address:		

HOW TO GET YOUR NOTICE TO US: FAX: 413-746-5592 EMAIL: CHANNEL15@WEST-SPRINGFIELD.MA.US

or mail to: COMMUNITY ACCESS TELEVISION, TOWN OF WEST SPRINGFIELD, 26 CENTRAL STREET, WEST SPRINGFIELD, MA 01089

Telephone: 413-263-3040 (for cable-related business only – leave message. No bulletin board announcements accepted over telephone)