



CMC ELECTRONIC PRESS RELEASE REQUEST

You must be a non-profit community service organization to qualify for the use of the free electronic bulletin board for announcements of events and services.

EVENT INFORMATION:

Event Name: _____

Event Date: _____

Time: _____

Location: _____

Organization: _____

Contact Name (to be posted on bulletin board): _____

Phone Number (to be posted on bulletin board): _____

Additional Information: _____

General information for publicizing your organization or event using Channel 19:

- Your announcement will be on two weeks prior to the date of event. If you want to publicize information or a service such as a group that meets regularly you should send us the information by the first of the month.
- Regular announcements are aired according to the demand. We have limited space, but we try to give everyone a fair chance to publicize their organization or event.
- Since we do not publicize ticket prices or any other costs for events, we need a contact person's name to verify information, if necessary, and a phone number for people to call for more information.
- You can mail the form, drop it by or e-mail it to us. Please copy this form and use it in the future.

The Community Media Center is here to serve the community. We are predominately a volunteer organization with limited resources so please help us by giving us adequate lead time and printing legible and concise information.

Thank you for your support.

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