# UDTV COMMUNITY MESSAGE BOARD REQUEST

Organization: _____

Your Name: _____

Daytime Phone: _____

Email Address: _____

*NOTES:*

1. *Place requests at least one week in advance of the start date requested.*
2. *Messages will be edited as necessary to fit available space.*
3. *No message can run indefinitely.*
4. *It is your responsibility to check the message board and report any errors.*
5. *Messages cannot be changed on weekends, holidays or after-hours.*
6. *Please do not call anyone at home to have a message placed on the air.*
7. *The only way that messages are accepted is in writing; completed on or accompanied by this form or by email adhering to these guidelines.*

Start date: _____ End Date: _____

| Include: Who, What, Where, When, How & Why, Public Contact Info |
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**Submit By Email**

**Save As**

Please submit to:

Deb Ritter/UDTV-GOV Message Board
801 Loch Alsh Avenue
Fort Washington, PA 19034-1697
(215) 643-1600 x3221
FAX (215) 542-0797
Email: dritter@upperdublin.net

Office Use Only:

date on: _____

date off: _____