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

Please submit to:

Information Specialist/UDTV-GOV Message Board
801 Loch Alsh Avenue
Fort Washington, PA 19034-1697
Phone (215) 643-1600
FAX (215) 542-0797

Office Use Only:

date on: _____
date off: _____