Charter
COMMUNICATIONS

COMMUNITY BULLETIN BOARD

The message board is a free service provided by Charter Communications for non-profit organizations to post upcoming events. Please complete the form and either EMAIL charterbulletins.ctw@charter.com or MAIL form to:

Western CT Community Access TV
11 Commerce Road
Newtown, CT 06470

1. Use this form only. Do not submit a cover letter, flyer or handwritten note in its place.
2. Submit completed form at least 5 business days prior to desired start date.
3. Keep complete words on the same line; do not hyphenate words at the end of a line.
4. Include the basics in your message: what, when and where. Provide a contact phone number in the message, if applicable.
5. Messages may not be longer than one page, and must fit into the grid below, one letter per box. Spaces and punctuation each count a character.
6. Anonymous messages will not be shown. All messages must be accompanied by the requester's name; this name does not have to appear in the message itself.
7. Announcements will air for a maximum of two weeks prior to the event date.
8. Messages are cablecast on a first-come, first-serve basis.

Name/Organization: _____Date: _____

Address: _____

City: _____ Zip:_____

Phone #: _____ Cell #: _____

NON-PROFIT I.D. NUMBER: _____

This announcement should run from: ____/____/____ to ____/____/____.

FOR OFFICE USE: Date Rec'd:_____Date Posted:_____by_____Pull Date:_____.