

Yellow Springs Community Access Channel 5

COMMUNITY BULLETIN BOARD ANNOUNCEMENT FORM

Between scheduled programming, channel 5 cablecasts announcements of non-profit, community-related events and services. A brief textual message will be cablecast on an automatic, rotating basis, for several days prior to the event. No commercial products or services may be advertised. Announcements of non-profit events that charge an admission fee can include it in the body of the announcement. Announcements of for-profit events of general interest to the community that charge an admission fee can state that a fee will be charged in the body of the announcement but not specify the amount.

Forms for announcements are available in the Brian Center lobby and on the yso.com website. Announcements may be dropped off in the basket below the forms, mailed to Village of Yellow Springs, 100 Dayton St. Yellow Springs, OH 45387 Attn: Channel 5 or submitted by e-mail to channel13@yso.com.

Alternatively picture files of the announcement may be prepared in computer programs such as Powerpoint or Paint and sent by e-mail or mailed or dropped off in the basket on floppy disk. Files must be in .jpg format and should be between 10 and 100 kilobytes in size. The shape should be near 4 wide to 3 high (landscape orientation) ie 800x600 or 600x480 pixels. Allow plenty of space around the message as TV cuts off some of the edges.

Staff may edit messages to fit the limited space on the screen.

Please compose your message below and submit one week in advance of the desired airing. To keep messages timely, please include the desired date of airing and the desired date to stop airing the message. Messages should be brief: 25 words or less.

Date to Start _____ Date to Stop _____

TYPED OR PRINTED MESSAGE:

For Station Use	
Filename _____	
Background _____	
Font _____	
Date started _____	
Date ended _____	
Entered by _____	
Library _____	

Submitter's Name _____ Date Submitted _____

Group _____ Telephone or email _____