

Somerville Television Bulletin Board Request Guidelines

TO SUBMIT A BULLETIN BOARD REQUEST, USE THE FOLLOWING GUIDELINES:

- The Somerville Television (VILLEtv) Bulletin Board is only available to registered, not-for-profit (501 C) and government and religious organizations. Proof of status may be required.
- Only one event per submission form.
- Request must be 10 lines or less and must not exceed 37 spaces per line.
- List your request in the following order:
 1. Name of organization and event title.
 2. Location and date of event.
 3. Special guest and/or topic to be discussed.
 4. Time of event and any related costs.
 5. Contact for more information, name and telephone number.
- Abbreviate words as much as possible.
- Request must not contain any lottery information or reference to alcoholic beverages.
- No political solicitations permitted.
- Religious services announcements may be accepted in a format prescribed by VILLEtv.
- Requests should reach our office at least two weeks in advance of the event.

PLEASE NOTE:

- All requests will be handled on a first come first serve basis.
- VILLEtv makes no guarantee as to when and for how long your request will appear on the air.
- VILLEtv makes no guarantee that your request will be aired. Airing is subject to available space on the Bulletin Board and personnel.
- VILLEtv reserves the right to edit all requests submitted.
- VILLEtv reserves the right not to air any request not in compliance with The Policies and Procedures set forth by the Borough of Somerville, the State of New Jersey, and the federal government.

Mail to:

**Somerville Television, 25 West End Avenue, Somerville, N.J. 08876 or
E-mail: info@somervilletv.com**