

# PUBLIC ANNOUNCEMENTS ON CHANNEL 19

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Contact Person#1: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person#2: \_\_\_\_\_ Phone: \_\_\_\_\_

**ANNOUNCEMENT: PLEASE INCLUDE ALL INFORMATION YOU WANT TO APPEAR ON CHANNEL 19 (Who, What, Why, Where, When, & How)**

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PREFERRED STARTING DATE \_\_\_\_\_ ENDING DATE \_\_\_\_\_

Graphics or photos must be received as jpeg and will be used at the City's discretion. This may be saved on a flash drive. The flash drive may be picked up 2 weeks after the announcement is turned in. Disks that are not picked up will be discarded.

Announcements may be created by the organization as a Power Point. It needs to be saved to be compatible with Power Point 2003.

If you have questions, please contact the Sterling Public Library at 522-2023.

## POLICY FOR PUBLIC ANNOUNCEMENT ON CHANNEL 19

1. Announcements must be appropriate for all viewers.
2. Announcements will be accepted from the following types of organizations:

Non-Profit	School
Government Entities	Civic Organizations
Religious	Community Service Projects
3. An announcement form must be completed. Forms may be picked up at Sterling Public Library or City Hall receptionist's desk. Sterling Public Library must receive the announcement form at least 2 weeks prior to the airdate.
4. Postings will air for no more than 2 to 3 weeks.

Submitted by: \_\_\_\_\_ Library Staff Initial: \_\_\_\_\_ Date \_\_\_\_\_