

Announcement Request Submittal Requirements

1. **Forms/Format** - All requests to broadcast the announcement of events/activities of general interest or concern to TV residents via CH 3 must be in legible writing using a paper "TV Channel 3 Announcement Request Form", or via the CH 3 web page of the "www.tellicovillage.org" web site.
2. **Form Sources & Submission** – Paper "TV Channel 3 Announcement Request Form" copies may be picked up (and left) any time in the TV CH 3 mailbox on the front wall next to the outside staircase of the TV Community Television / Fire Hall, 210 Chota Road. Paper request forms may also be printed using the Channel 3 web page of the "www.tellicovillage.org" web site. Completed paper request forms may be faxed to 458-9917, US-mailed to CH 3 as above. Electronic request forms may also be completed and submitted via the CH 3 web page of the "www.tellicovillage.org" web site. E-mail requests for announcements will be not be accepted. Telephone requests will be accepted only for minor correction of an existing announcement error; i.e., time, date, spelling.
3. **Form Completeness** - the requestor must complete all portions of Announcement Request Forms. Non-applicable portions must be marked N/A, not left blank. Incomplete requests will be rejected.
4. **Form Attachments** - Only the information on the "TV Channel 3 Announcement Request Form" will be included in announcements. CH 3 staff members will not compose or do major editing of requests. Attachments will be disregarded.
5. **Message Size & Time** - Text in the "Additional Information" block is limited to 15 words. Announcement broadcast time is only 10-12 seconds. If needed, interested viewers should request further details from the event/activity sponsor or person named in the announcement.
6. **Request Timeliness** - All requests must be received at CH 3 no later than seven (7) calendar days prior to the requested broadcast start date. Late receipts will be subject to a day-for-day delay in broadcast. Requests with a broadcast start date of "Immediate" or "ASAP" will be rejected or subject to a day-for-day start date.
7. **Broadcast Time Limits** - Announcements will be limited to ten (10) calendar days of broadcast time. Repeat of an announcement for the same or similar event/activity requires submission of a new request form. A request for the same or similar event/activity will not be broadcast more than two times
8. **Acceptable Requesters and Events** - Requests for announcement of event/activity broadcasts will be accepted only from persons who are TV residents or POA employees. Residents must be bona *fide* event/activity sponsors or a representative of a TV organization. Requests not directly associated with TV events/activities, that may or may not involve TV residents, will be rejected.
9. **Unacceptable Requesters and Events** – Unacceptable announcement requests include, but are not limited to, the following examples: Requests from any individuals, organizations or businesses for the sale of goods, services or property of any kind. Requests from commercial businesses for any purpose, including fund-raisers of any kind. Requests received directly from houses of worship, religious groups, or charitable groups without involvement of a bona fide TV resident sponsor. Requests from political candidates or support groups for announcements of any kind.
10. **Broadcast Exceptions:** Subject to the availability of a CH 3 staff member being at the station facility and confirmation with the requesting TV resident or POA agent, clearly written or telephonic requests for special notices will be prepared for prompt broadcasting in the following situations: (a) emergency announcements pertaining to the safety, health or general well-being and/or unique special interest for TV residents, (b) missing persons, domestic pets, lost or found property, etc. In the latter cases, requesters will be responsible for notifying CH 3 when the lost person/pet/property is found. Should questions arise regarding the suitability of special broadcast requests, the CH 3 Station Manager shall be consulted.
11. **Request Acceptance/Rejection** - Acceptance or rejection of announcement requests will be made in the reasonable judgment and at the discretion of the CH 3 staff. In cases of doubt, requests will be referred to the CH 3 Station Manager for a decision or held for discussion and decision at the next CH 3 staff meeting.
12. **Request Acknowledgment** - Receipt of accepted or rejected requests containing the requestor's E-mail address will be acknowledged by a brief E-mail response. Requestors of rejected requests not containing an E-mail address will be notified of rejection by a phone call.
13. **Announcement Content** - All announcements created by the CH 3 staff, involving events/activities will contain the following basic information and consistent format:
 - a. Header with Group/Activity Name/Title
 - b. Event Name
 - c. Event Day of Week (3 or 4 letter format; i.e., Mon, Tues, Wed, Thurs., Fri, Sat., Sun.)
 - d. Event Month (3 or 4 letter format; i.e., Jan., Feb., Mar, Apr., May, Jun., Jul., Aug., Sept., Oct., Nov., Dec.)
 - e. Event Date (numerical format; i.e., 4, 15, 24, etc.)
 - f. Event Time (xx:yy am/pm format; i.e., 8 am, 2 pm, 5:30 pm 10:30 pm, etc.)
 - g. Event Location
 - h. Additional Information (No more than 15 words)
 - i. Info/Contact (Name & phone # or E-mail address)
 - j. Font Type/Size, Background & Colors - Conducive to easy reading of announcement.