



*Community Bulletin Board
Message application form*

Charter Communications is providing this free message service to non-profit organizations in the local community on a first-come, first-served basis. Please follow these submission guidelines:

1. One message per non-profit organization.
2. Messages may be aired for up to 3 months.
3. For time-sensitive events submit this form 14 days prior to the start of the event.
4. Messages may be edited by CTV for length.
5. Keep the message brief (ex: Who, What, Where, When. Contact #)
6. A digital image file can be included with your message. (Send to: ctv192@charter.com)

Submit your information using either of these two convenient ways:

- 1) Please complete the contact information on this form and send it with your flyer or press release to CTV192@charter.com. Please include any text or images as a .PDF. We can accept word documents and images files as attachments if you prefer.**
- 2) Or, you can arrange user access to our Bulletin Board page creation software. A template will be created for your organization and you will only need to fill out a few text fields and press SUBMIT. A CTV staff member will review the message and approve for posting. Call (203) 304-4050 to create a user profile.**

7. Please complete this form and email to CTV-192. Use the "Fill and sign" to complete the fields below.

Organization Name _____

Organization Address _____

Organization Phone _____

Non-profit Identification number _____

Applicant name _____

Phone # _____

Email _____

Please start - DATE _____ Please end – DATE _____ (optional section)