



Bulletin Board Announcement Request

ORGANIZATIONAL INFORMATION

Organization Name

Contact Person

Phone

Email

KEY MESSAGE INFORMATION

Pref Start Date: _____ Pref, Stop Date: _____

Title of message

Date, Time of Event

Event Location

EVENT / CONTACT INFORMATION

Point of Contact

Telephone

Email / Website Address

ADDITIONAL INFORMATION

**I have read & understand the VCAT
Bulletin Board Guidelines.**

Name _____ Date _____

GUIDELINES

The VCAT Bulletin Board is designed for non-profit, non-commercial use to inform the public of various events, services and /or activities that are occurring in Vallejo or are of interest to or involve Vallejo residents.

The VCAT Bulletin Board is updated every week. A Request form must be completed for each announcement. Please allow 10 days to review and process your request. In order to maintain a current Bulletin Board announcement, please note that 'Year-round' messages must be resubmitted every 2 months. Year-round messages may be played on a staggered weekly schedule, and may not appear every week. 'Lost Pet' messages will be accepted from any member of the Vallejo community and placed on the VCAT Bulletin Board as staff time and space allows.

USERS

Non-profit organizations, community groups, schools, universities and local government(s) that serve Vallejo may utilize the VCAT Bulletin Board. Please be prepared to show proof of eligibility.

PROHIBITED USES

VCAT Bulletin Board WILL NOT cablecast the following:

- Endorsements of any products or services
- Solicitation of monetary donations or contributions
- Endorsement of political candidates or ballot measures
- Promotion of lottery information
- Libelous, slanderous or illegal material
- Obscene or indecent material

REQUIREMENTS OF SUBMISSION

A Bulletin Board Announcement Request form must be completed for each entry or announcement

Requested information must be typed or printed clearly on the request form. Organizations may also include a flyer or jpg, or press release with pertinent information

Requests should be submitted 10 days prior to the first day of the scheduled announcement.

Event announcements will only be published no more than 30-days prior to the event.

Bulletin Requests that are submitted must be for non-commercial public information purposes and will be cablecast as space and time allows.

If for any reason an event or activity is canceled, VCAT must be notified immediately.

Bulletin Requests forms can be submitted in person at the VCAT Office located in Room H-100 at Jesse Bethel High School, by email at info@vcat.tv or