



14000 Fruitvale Avenue, Saratoga, CA 95070
phone: (408) 741-2108 fax: (408) 867-9207

SARATOGA COMMUNITY ACCESS TELEVISION COMMUNITY BULLETIN BOARD REQUEST FORM

ORGANIZATION NAME ADDRESS

CITY STATE ZIP PHONE

CONTACT PERSON PHONE < if different than above >

Please put your message in the appropriate area < Event or Ongoing message >. PRINT or TYPE the message EXACTLY as it is to appear on the screen. Include a phone number so viewers can contact you for more information. Request must be received at LEAST two weeks before the message is to appear. A request form must be completed for each announcement.

EVENT MESSAGE

TITLE OF EVENT

DAY AND DATE OF EVENT

LOCATION OF EVENT

**PHONE NUMBER FOR MORE INFORMATION
OR
ON-GOING MESSAGE**

< Please limit your message to 175 characters / On-going messages must be re-submitted monthly >

Community Bulletin Board

A. Guidelines

The Community Bulletin Board is designed for non-profit, non-commercial use to inform cable TV subscribers of various events, services and/or activities that are occurring in Saratoga or are of interest to or involve Saratoga residents.

B. Users

Non-profit organizations and groups, schools and universities, and local government(s) that serve Saratoga may utilize the Community Bulletin Board.

C. Prohibited Uses

The Community Bulletin Board WILL NOT cablecast the following:

- endorsement 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

D. Submission of Requests

- a. A Community Bulletin Board Request Form must be completed for each entry or announcement.
- b. Requested information must be typed or printed clearly on the request form.
- c. KSAR 15 should receive all requests at least two weeks prior to the date of the scheduled event or activity to allow time for processing.
- d. Public service announcements that are submitted must be for non-commercial public information purposes and will be cablecast as space and time allows. Requests for public service announcements must be resubmitted monthly.
- e. If for any reason an event or activity is canceled, KSAR 15 must be notified immediately.
- f. Community Bulletin Board Request Forms are to be returned to:

KSAR 15, Saratoga Community Access TV

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