

CABLE TV ANNOUNCEMENT GUIDELINES

Following are the guidelines to request an announcement be placed on Lower Makefield Township's cable channel:

- Request must be received in writing at least one week in advance of the date of the event. A telephone number must be included for LMT office verification.
- Request should state the what, where, when, sponsored by whom, and, optionally, a public contact telephone number. For your convenience, a form is included on the Township's website.
- Event must be open to the public.
- Only events sponsored by non-profit, Township-based groups will be published.
- Events will be published as space allows and at the discretion of the Township Manager.

**Lower Makefield Township Governmental Channel
Community Bulletin Board Message Request Form**

Organization Requesting Message:

Person Requesting Message:

Contact Information (Phone or email):

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Requested Start Date:

Event Date:

Message Formatting

Message format should include the Who, What, Where and When. Contact information should include phone number, web address or email.

Please do not include more characters than listed.

Headline (1 line only) 20 characters including spaces & punctuation per line.

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Body of message (6 lines only) 30 characters including spaces & punctuation per line.
