CHICOPEE SCHOOLS COMMUNITY TELEVISION – CABLE CHANNEL 5
COMMUNITY BULLETIN BOARD FOR NON-PROFIT ORGANIZATIONS

Dear Friend:

Below is a guideline to be used when submitting messages for our Community Bulletin Board. Because of limited space available, events happening in Chicopee will be given preference over events happening in other cities or towns. All messages are limited to Non-Profit Organizations or events happening in Chicopee (no personal events). Listings must be submitted at least 48 hours before you would like the message to appear, and will run a maximum of two (2) weeks from start date. Messages are limited to 30 characters across and 8 lines down as shown. Please list your announcement EXACTLY as you would like it to appear. Do not use more spaces than shown or your message will not fit! Do not break one word into two lines. Please use punctuation and remember that commas, periods, etc. each use one space. Text will be center justified. For your convenience, make additional copies of this form for use in the future.

Thank you for using Chicopee Schools Community TV – Cable Channel 5.

Message start date: _____

Enter event name here:

Enter event information here (date, time, location):

Enter event contact information here: (This info will print as part of your message)

Mail to- Mrs. Patricia Coleman
Telecommunications Dept.
617 Montgomery St.
Chicopee, MA 01020 email: pcoleman@chicopee.k12.ma.us
Tel: (413) 594-3487
Fax: (413) 594-3442

Submitted by- Name: _____
Address: _____
_____
Phone: _____
Organization: _____

(revised 9-11-13)