Cable Announcement Request

Brunswick Area Television
4274 Manhattan Avenue, Brunswick, OH 44212
Phone 330-220-1726 * Fax 330-273-8067 * email bat@brunswick.oh.us

Messages posted on the Brunswick Area Television Cable Channels must be related to information, services or events presented by Government Agencies, non-profit groups, or public, cultural or educational events, or by other groups which do not involve a fee. These groups must operate within, or provide service to the residents of the City of Brunswick.

*All announcements will run for up to **THIRTY CONSECUTIVE DAYS**. Requests must be submitted **TWO WEEKS IN ADVANCE OF DESIRED POSTING DATE**.*

- No political endorsements, no commercial announcements, no direct fund raising messages accepted.
- All announcements should contain a date, time and location of even, plus contact information.
- If event requires a fee, proof of not-for-profit status must be provided along with request.
- No political statements for or against a party, individual, levy, etc. will be accepted or displayed.
- All messages are posted on a first come, first served basis. Messages received less than two weeks in advance of requested posting date may not be accepted.
- To include logos, or photos, please contact BAT in advance for instructions.

The City of Brunswick, at its sole discretion, may edit, delete or reject any messages not deemed appropriate. At any time, the City, in times of emergency or other situation, may override community messages and utilize the Community Channels for purposes of providing emergency or other immediate communications to its residents.

When preparing your message, it must be brief and to the point. Use the five W's as you prepare the message…what, when, where, why and who. Messages must be kept to a maximum of 224 characters total, including punctuation and spacing.
Please fill in the following grid, one letter, space or punctuation to a box and do not split words between two lines.

Requested run dates / / through / / (two week run recommended)

For more information, please contact BAT at 330-220-1726. Completed forms can be faxed to 330-273-8067.

Organization_____

Applicant Name_____

Address_____

Phone_____ email_____