



Community Bulletin Board (CBB) Form

843 State Street, New Haven, CT 06511 * 203.562.2288 *

www.citizenstv.org

**PLEASE FAX THE COMPLETED FORM TO 203-562-0864,
OR EMAIL TO CBB@CITIZENSTV.ORG
OR MAIL TO: CTV/CBB, 843 STATE ST. NEW HAVEN, CT 06511
(Please attach any flyers. A video recorded announcement gets more response.
Call us about making one at no charge to you.)**

Name of Event or Announcement: ↓

Date, Time & Location of Event: ↓

What will happen at event? (Guest speakers, activities, etc.) ↓

Name, Address & Phone number of sponsoring Organization: ↓

Organizations Federal Tax ID Number (EIN) and CT Tax-Exempt Number: ↓

Date announcement will run until: ↓

(Announcement will run a maximum of 30 days or until date indicated, whichever comes first. Renewals for ongoing events may be sent in after 1 month.)

All announcements must publicize events of general interest to the residents of New Haven, Hamden and West Haven, CT and be sponsored by a non-profit, tax-exempt organization.

All announcements for airing shall be submitted at least three (3) weeks in advance of the event.

Although we endeavor to air all announcements, we cannot guarantee that all submissions for the Community Bulletin Board will be aired.

The production staff reserves the right to edit copy text, and choose fonts, colors and graphics for any announcement as long as the content (message) is not materially altered.

A contact phone number **must** be submitted on the form.

We can mention if a donation is suggested but we cannot mention dollar amounts

I have read the above terms and conditions for submitting information to the CTV Community Bulletin Board (CBB) and I acknowledge and agree to them.

Signature: _____ Telephone: _____

Print Name: _____ Address: _____

Please use only this form and **do not** send press releases.

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Any questions? Please call us at (203) 562-2288