Lower Cape TV Non-Profit Announcement Form

The message board is a free service provided for non-profit organizations to post upcoming events. Please complete the form and email it to:

LowerCapeTV@comcast.net

Or by mail to:

PO Box 1661
N. Eastham, MA 02651

1. Use this form only. Do not submit a cover letter, flyer or handwritten note in its place.
2. Messages must be received at least two working days prior to desired start date.
3. Messages may be displayed up to 30 days prior to the event.
4. Keep complete words on the same line; do not hyphenate words at the end of a line.
5. Include the basics in your message: what, when and where. Provide a contact phone number in the message, if applicable.
6. Messages may not be longer than one page.
7. Anonymous messages will not be shown. All messages must be accompanied by the requester's name; this name does not have to appear in the message itself.
8. Messages are cablecast on a first-come, first-serve basis.

Name / Organization: _____ Today's Date: _____

Address: _____ Phone #:_____

This announcement should run from: ____/____/____ to ____/____/____.

FOR OFFICE USE: Date Rec'd:_____ Date Posted:_____ by_____ Pull Date:_____.

LCTV Public Access Studio