



WHITEWATER COMMUNITY TELEVISION
Public, Education, Government Access Television
Cable Channels 11, 20 & 21

2325 Chester Blvd/Hayes Hall, Richmond, IN 47374
Phone (765) 973-8488 • Fax (765) 973-8489 • Email wctv@iue.edu
www.wctv.info

Name of Organization/Individual: _____

Contact Person: _____

Address: _____

Phone Number: (____) _____ Email: _____

EVENT DATE: _____ *(See below)

*** MESSAGE MAY RUN NO MORE THAN 10 DAYS - and must be received at least four (4) days prior to the start date.** Please write your message in the grid provided. The message must not exceed eight (8) lines of thirty-two (32) characters (letters, numbers, spaces, and punctuation each count as one character). Place only one (1) character in each square.

Attach flyer and images to this document or submit them by email to WCTV@iue.edu

EVENT FLYER

PICTURES

LOGO

SEE BACK FOR BULLETIN BOARD GUIDELINES

WHITEWATER COMMUNITY TELEVISION

COMMUNITY BULLETIN BOARD GUIDELINES

Revised January 2015

The Whitewater Community Bulletin Board is a service provided to the community by WCTV. This service is open to any area non-profit organization to promote a non-commercial activity, event or service. All announcements are subject to the following guidelines.

1. Announcements must be received at least four (4) days prior to the beginning date for the message to run. It must be accompanied by a contact name and phone number. Announcements may be submitted by completing the announcement request form available from WCTV, or by submission of a power point slide following WCTV power point guidelines.
2. Messages must be non-commercial in nature.
3. Messages may not run longer than 10 days.
4. Organizations are limited to four (4) messages per month, with no more than two messages running at the same time.
5. Messages should consist of not more than eight (8) lines of 32 characters in order to be clear and readable. Characters are considered as being any letter, number, punctuation or space.
6. Messages must abide by the regulations set forth by the FCC in the governing of community access channels.
 - a. Community access channels are not to be used to advertise or promote the sale of commercial products or services. Access channels are not to be used to advertise for or endorse candidates for public office. Description or praise of a product, or service which encourages purchase is not permitted.
 - b. Advertisement of games of chance for money or prizes, lottery information, and the advertisement of lotteries or raffles is prohibited.
 - c. Messages containing material considered to be obscene or profane will not be permitted to run.
 - d. Messages may not be used to slander or libel any individual group.
7. Messages that discriminate against any individual or group, or promote a service or event not open to the general public will not be run.
8. WCTV reserves the right to refuse or edit any message to fit the guidelines, striving not to change the overall content of the message.