

All Applications may be submitted no earlier than 60 days prior to your event.

Rossmoor Television
Channel 28's



POST IT!
Community Bulletin Board

Today's Date: _____, 201__

REVISED/9/2015

Person submitting this request:

Phone number: _____

Event Date:

POST IT! is Rossmoor's community bulletin board located on Channel 28. This program contains community information and pictures broadcasting from 6 AM to 8 PM everyday, alone and between other programming.

All applications **must be submitted no later than 3 weeks prior** to your event. This is a necessary rule for staff to be able to process and then broadcast your spot **for a 2-week period**. Another **new application** form must be submitted **to extend your spot beyond a 2-week period**.

It is **your responsibility** to make sure all information and dates are accurate. All changes to be done after you have submitted an application **must** be done in writing. We will take no information or any changes on the phone. Any flyers must be attached with a Post It application. One application per event.

Are there Logos/ Pictures/flyers attached to this Post It? Yes No

The following information will be used for your "POST IT!" entry.

Please print clearly.

Club/Organization: _____

Event's Title: _____

Type of Event _____

Day of the Week _____ Date of Event _____ Starting Time: _____

Clubhouse Location: _____ Room _____

Admission Cost: _\$ _____ Is there a deadline on reservations? Deadline Date: _____

Person in charge (reservations/information) _____ Contact Number: _____

Please print clearly any message/information not included in the list above that you want to add. (Limit of 10 words.)

Would your club/organization **donate tickets** to this event for **Channel 28's TV Bingo**?
Yes _____ No _____

How many tickets? _____

Contact and Phone number: _____

Will you be borrowing CH28's free camera to take pictures of your event so we can post them on our Rossmoor Television?
Yes ____ No _____

Yes ____ No _____

Contact: _____

Is your event something that Ch28 could tape for the community? Y N
If yes, please leave name and contact number:

Please note: Ch28 does not tape all requests.

Rossmoor Television/CH28TV 1006 Stanley Dollar Drive
Any questions call our office at: **988-7820**.

Office Notes:

Fax **988-7863** e-mail: **TVOffice@Rossmoor.com**.