

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: \_\_\_\_\_, 202\_\_

REVISED 1/2020

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**.