

Guidelines for Submitting Public Service Announcements for Our Community Bulletin Board

Here are some helpful tips in order to get the best looking bulletin board to loop on our channels.

1. **Information:**

Since we create the bulletin boards for you, it is highly suggested that you give us the most straightforward information about your event or announcement.

That being said, please stick to the **who, what, where, when** and **why**.

What?: The event you are trying to advertise

Where?: Location of the event

When?: Date of the event

Who?: The main contact person for further information

Why?: Reason for the event (i.e., Fundraiser, etc).

2. **Be Straightforward:**

Please stick to being short and simple with your message. If it's too much text, then it will look too small on the bulletin and people won't be able to read it on TV. So stick to being as straightforward as possible.



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