REQUEST TO AIR INFORMATION ON CHANNEL 3

As stated in the Local Access Channel Items Policy "camera-ready informational material can be aired on Channel 3 for not-for-profit entities with the approval of the City Clerk. **Proof of organization's non-profit status must be submitted with the request**. Items to be aired can not include advertising or sponsoring by for-profit businesses. For items listing special events and functions, an end date must be included with the request".

The information submitted will be inserted/deleted onto Channel 3 every Friday.

_____

NAME OF NOT-FOR-PROFIT ORGANIZATION:

_____

TYPE OF ORGANIZATION:

_____

_____

_____

DESCRIBE THE EVENT , FUNCTION OR INFORMATION BEING AIRED:

_____

CONTACT PERSON'S NAME AND PHONE NUMBER:

TIMELINE FOR AIRING INFORMATIONAL MATERIAL:

_____ _____

START DATE **END DATE**

_____ _____

SIGNATURE OF APPLICANT **DATE**

OFFICE USE ONLY:
Date approved ( ) denied ( ) by City Clerk:_____
Reason for denial:_____
Date aired on Channel 3:_____