



CITY OF CALISTOGA
PUBLIC EDUCATIONAL GOVERNMENT CHANNEL
Channel 28
Bulletin Board Requests Form

Organization Name

Telephone

Address

Contact Person

City, State, Zip

Signature

Please email your bulletin board announcement in MS PowerPoint format to cityclerk@ci.calistoga.ca.us or provide a copy of your announcement on a CD in PowerPoint format. Please email or turn in announcement to the City Clerk by 5:00 p.m. for messages to begin running the following Monday at 5:00 p.m. A request form must be completed for each announcement. Submit completed forms to cityclerk@ci.calistoga.ca.us or fax to 707-942-0732.

Announcement should include the following:

1. Title of Event
2. Day/Date/Time of Event
3. Webpage Address (if applicable)
4. Location of Event
5. Email Address (if available)
6. Telephone number so viewers can contact you for more information.

Limit your announcement to no more than 75 words.

Should be a minimum of 22 font size with ½ inch border on each slide.

THE SUBMITTER AGREES, COVENANT AND CONTRACTS THAT:

1. The information submitted on this form is accurate.

(OVER)

2. He/she indemnifies the City of Calistoga and its officers, agents, employees and servants from any liability arising out of the submitter's use of the Community Access Channel. Such liability may include but not be limited to copyright infringement, presentation of libelous, defamatory or obscene matter, or any material which is a violation of any local, state, county or federal laws and regulations. The submitter saves and holds harmless the City of Calistoga and its employees for any and all damages or claims arising as a result of the use of Channel 28.
3. This application is an open record.

Signature _____ Date _____

Print Name _____

Parental / Organization Rep. Signature (if required) _____

Print Name _____ Date _____