

MENDHAMTV

2 West Main Street • PO Box 520 • Brookside, NJ 07926 • smountain@mendhamtownship.org

MENDHAMTV COMMUNITY ANNOUNCEMENT FORM

RULES & REGULATIONS:

ALL ANNOUNCEMENTS TO APPEAR ON MENDHAMTV MUST ADHERE TO THE FOLLOWING STANDARDS:

- I. Each announcement must include the following in this order:
 - Title of Event
 - Sponsor of Event
 - Date of Event (month/day)
 - Time of Event
 - Location of Event
 - Short Description of the Event (*100 characters maximum, including punctuation*)
 - Contact Information including contact name, telephone and email address.

- II. Announcements are offered at no cost to any not-for-profit group or organization originating within Mendham TV’s municipally franchised area. *MendhamTV reserves the right to reject any announcement for space limitations or other reasons.*

- III. Announcements are taken on a first-come, first-served basis. Weekly flights run from Tuesday to Tuesday. Announcements must be received by MendhamTV at least one week prior to the event.

ANNOUNCEMENT:

Title/Sponsor/Date: _____

Time/Location: _____

Short Description:

(100 characters max.)

Contact Information: _____