

Announcement Submission Form

City of Norwalk
Local Cable Access Channel 15

DATE: _____

APPLICANT INFORMATION:

Organization: _____
Name: _____
Address: _____
Phone: _____
Email: _____

TYPE OF ANNOUNCEMENT:

- Non-Profit Event
- Community Event
- Other: _____

EVENT/ANNOUNCEMENT INFORMATION

Event/Announcement Title: _____

AIR DATE/S: _____

This form must be included with the submission of your announcement.

Announcements

- Limit of one (1) page per submission.
- Aired in 20 second increments
- Must be submitted in PowerPoint format (version 2003 or later).
- Must be submitted via electronic media to the Office of the Safety/Service Director. Files may be emailed to cityofnorwalk@norwalkoh.com.
- Must be submitted no fewer than five (5) days prior to airing.
- Announcements will be aired for no more than two weeks and the number of airings will be dependent upon space available.