



**MT. LEBANON MUNICIPALITY
CABLE BULLETIN BOARD
Comcast 7 / Verizon 35**

CABLE BULLETIN REQUEST FORM

Dear Mt. Lebanon Cable Bulletin Board User:

Thank you for submitting an announcement to the Mt. Lebanon Bulletin Board. To aid our staff in processing your request, please complete the information below and return it to:

**Mt. Lebanon Municipality
710 Washington Road
Pittsburgh, PA 15228
Fax: (412) 343-3753
E-mail: lebocable@mtlebanon.org**

Items must be submitted in writing, following the guidelines. Announcements with incomplete information will not be aired.

- » All announcements must have a one-line heading. Announcements must conform to a format of no more than eight lines, with no more than 30 spaces per line. Words may not run from one line to the next.
- » Items may be cablecast up to two weeks prior to an event and all requests should include a beginning and end date. Request must be made at least four days prior to the requested time of airing.
- » Announcements expressing a political or religious viewpoint will not be accepted.
- » Only messages which are for a nonprofit event or organization will be accepted.
- » No business announcements or advertisements will be broadcast.
- » No more than two items from a community organization may be aired simultaneously.
- » Items about ongoing community programs may run for two weeks but must then be resubmitted. A two-week period will pass before an announcement of an ongoing community program will be re-aired. If there is a large volume of submissions, airing may be delayed beyond the normal two-week hiatus.
- » All requests to run an item are subject to verification and may be edited and reformatted before cablecasting.
- » Mt. Lebanon reserves the right to refuse to cablecast any item submitted and makes no guarantee that items submitted will be cablecast.

If you have any questions please call (412) 343-3644. Please feel free to copy this form for future use.

Name _____

Position in Organization _____

Organization _____

Desired Start Date _____

Phone Number _____

End Date _____
