

***Heron TV Channel Announcement Request Form***

Please carefully review for accuracy the information you are submitting. Information submitted for broadcast must be of useable quality, including grammar, accuracy and completeness. The Community Channel staff often distributes your completed TV screen to multiple outlets. This provides your event with wider coverage, but makes even small changes or corrections difficult as corrected screens must be changed and then re-converted into the format required by each outlet and redistributed.

Request should be submitted at least one week prior to the requested posting date. Ticketed events will be posted no more than six weeks prior to the event. Simple "Save the Date" announcements are not subject to this time restriction and may be posted earlier at the discretion of the Community Channel staff.

The Community Channel staff will make every effort to post the message in a timely manner; however, we can make no guarantees.

Contact Name: \_\_\_\_\_ Requested Posting Date: \_\_\_\_\_

Tel. No. (In case we have questions about your announcement): \_\_\_\_\_

Group or Person Sponsoring the Event: \_\_\_\_\_

Name of Event if applicable: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: (Ballroom, etc.) \_\_\_\_\_

Special Notes or Additional Information (30 Words or Less): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- The staff will attempt to present the message as clearly as possible with an emphasis on readability and visual interest. You may provide a sample poster for the staff to use as a guide.
- Announcements that you wish the TV staff to use as submitted **must** be in the form of a 300 dpi landscape JPG. The dimensions of the JPG **must** be 640 pixels wide by 480 pixels high. All submissions received that do not meet these exact requirements will be re-designed by the TV staff.
- Message duration shall be of sufficient time to read in a normal manner--such time to be determined by the staff member entering the message. Announcements shall remain on the message system at the discretion of the Community Channel Staff or until the date of the event.
- Interpretation of these rules shall be at the discretion of the Community Channel Staff; however, an appeal of said decision may be made to the HOA Manager or Board, whose decision shall be final.
- Completed forms should be emailed to the address posted on the Community Channel or dropped off to the HOA Office.

**PLEASE PROOFREAD before submitting!**