

# CHANNEL 75 COMMUNITY BULLETIN BOARD APPLICATION FORM

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Name of Organization \_\_\_\_\_ Event Name \_\_\_\_\_

In order to accommodate each event, we must limit the amount of requests to the following guidelines:

- Events must be open to the general public. Auctions, Moving Sales, Estate Sales, Tag Sales, Garage Sales and Yard Sales **CANNOT** be posted on this channel.
- Posts will be aired for a maximum of 30 days prior to the event or the registration start date.
- Summarize your event in the least amount words as possible - Who, What, Where & When. We reserve the right to edit the summary in order to fit on the screen.
- Only one (1) event per screen.
- Each **FULL** screen of text will be aired for 30 second clips. Each **HALF** screen of text will be aired for 25 second clips.
- The scroll (text at the bottom of the screen) is reserved for official announcements from Town Hall **ONLY**
- **REMEMBER:** this channel is seen by our **WHOLE** community! Please **DO NOT** post personal email or phone numbers unless absolutely sure you would like your information given out to **EVERYONE**.
- Please allow 1-2 business days for your event to be posted.
- The Office of the Town Clerk reserves the right to remove, edit or add content at any time.
- Posts **MUST** be submitted by residents/organizations from Harrison, West Harrison & Purchase only.

**Use the lines below to describe event or attach flyer.**

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Send back to:

Town Clerk Joseph Acocella  
Fax: (914) 835-2009  
Email: [jacocella@harrison-ny.gov](mailto:jacocella@harrison-ny.gov)