1700 Beaver Grade Rd
Suite 140
Moon Township, PA 15108
412-269-1191
Fax 412-269-9892
mca-tv@moontwp.com

MCA-TV Community Bulletin Board Form

All messages that are not event announcements must be accompanied by a signed release form. Release forms are available at MCA-TV Office ONLY!

Please use the following guidelines in completing form:

1. Place only one character, punctuation mark or space per box. Separate words with an empty box.
2. **DO NOT** begin words on one line and end on another or extend words past end of line!
3. You may place a one line title for your message in the first line of grid.
4. Message **MUST** be submitted at least three (3) working days prior to desired start date.
5. MCA-TV will make every effort to air your message as submitted in a timely fashion.
6. MCA-TV **will not air messages received on improperly completed forms!**
7. Message will be air for no less than 24 hours and no more than two weeks.
8. The name of submitter of message and address **must appear** at the bottom of the message.

Name:_____ Day Phone:_____

Organization:_____

Start Date:_____ End Date:_____

MOON COMMUNITY ACCESS TELEVISION

Rev. 2-04