



**TELEVISION ACCESS PARTNERS TV  
BULLETIN BOARD TIPS**

Please read both sides of this form before submitting your completed application

Want to get your message on TV? It's easy.

Legal non-profit organization and the cities of Lompoc and Santa Maria may submit text messages for air on the TAP TV Community Bulletin Board. Staff must approve other messages. All requests are processed on a first-come, first-served basis.

Requests must be received one week in advance of the event. Messages approved for use will begin being aired on the public access channel no more than 30 days prior to the event.

**PLEASE PRINT**

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Messages may include information regarding services or events presented by non-profit groups and/or approved cultural or educational organizations which have registered with TAP TV. Fees for events will be listed only for those organizations that have registered with TAP TV. A contact number must be included. TAP TV staff reserves the right to edit your announcement.

Write your message on the  
other side of this form

When you complete this form, please return it to TAP TV so we may help you.

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**For TAP TV Staff Use only:**

Date form received: \_\_\_/\_\_\_/\_\_\_ Received by (TAP TV staff): \_\_\_\_\_

Notes:

TELEVISION ACCESS PARTNERS TV  
BULLETIN BOARD REQUEST FORM

Requested message start date: \_\_/\_\_/\_\_\_\_ Message end date: \_\_/\_\_/\_\_\_\_

- (1) Please type or print.
- (2) There must be a space between each word and after each period.
- (3) Include a headline, lines of information, and contact information.
- (4) Each line must not exceed 35 characters including spaces and punctuation marks.

**REQUESTED MESSAGE:**

Headline:	
Line 1:	
Line 2:	
Line 3:	
Line 4:	
Contact info:	

**Tips for making your message more effective:**

- Remember that people don't watch TV to read. Keep your message short and to the point
- Messages appear for about 29 seconds on the screen
- Be sure to include the What, When (date and time), Where, and Who (sponsoring organization)
- Include a phone number for more information
- Individual events on specific dates must be submitted separately
- There is no need to list the year of the event

We do accept logos and backgrounds. They make the announcement more interesting and effective. Find a graphic that complements your message. Dark colors or pictures that compete with the text are often distracting and ineffective.

Submit your graphic as a JPEG file no more than 500 kilobytes and make sure that it is 640 x 480 pixels in size.