

MOUNT VERNON PUBLIC ACCESS CHANNEL 18
COMMUNITY BULLETIN BOARD
REQUEST FORM

1. There must be a space between each word and after each period.
2. Maximum 32 spaces (characters) across, 7 lines down.
3. If a complete word does not fit at the end of a line, please put the ENTIRE word on the next line ... Please DO NOT hyphenate the word.
4. If an event is taking place in Westchester County, there is no need to list the 914 area code on contact phone number/s.
5. If an event is taking place in Mount Vernon, there is no need to indicate "MOUNT VERNON" in the address.
6. There is no need to list the year of the event.
7. There is no need to center the message ... that will be done automatically.
8. HERE'S A TIP: Start off with the essential information --
 - i.e. A) the sponsoring group of the event
 - B) the name of the event
 - C) the date of the event
 - D) the time of the event
 - E) the place of the event
 - F) a brief description of the event
 - G) if a contact phone number is needed, add it at the end.
9. This form must be submitted two/2 weeks in advance of the event.
10. This form may be **faxed to: 914/665-7563** or mailed to:

COMMUNITY BULLETIN BOARD

Mount Vernon High School – 100 California Road – Mount Vernon, New York 10552
(For additional information call: 914/665-5366)

Contact Name:

Contact Area Code 9 a.m. until 3 p.m.:
