

CITY OF RAHWAY

TV-34 Community Board Application

The community board listing on Channel 34 is a free public service offered by the City of Rahway in conjunction with Comcast Cable and is an effective way to get information out to the community.

Instructions:

1. Use of this community board is for Rahway public and/or non-profit organization events and information. No religious services, meeting announcements, membership recruitment, commercial, political, or private messages are permitted.
2. The maximum length of time a message will run is one (1) month.
3. Announcements should be concise and to the point and include a telephone number, email address, or website in which to obtain additional information. Only first names will be aired.
4. Completed application must be received at least **two (2) weeks before** requested start date and emailed to publicrelations@cityofrahway.com. **Applications must include the graphic to be used in a JPG or PNG format with the dimesions 1080 pixels wide x 600 pixels high.**
5. Any additional details or information can be included or attached in the email along with the application.

Your information (must be filled out completely):

Rahway Non-Profit Organization Name/Dept:		
Address:		
Type of Event (e.g. Trip, Concert, Sports Events, etc.):		
Fundraiser? Yes () No () If yes, how will profits be used?		
Contact Person:	Phone -	Email -

Please confirm that your graphic includes the following (* required fields must be included):

Name of event, e.g. "Do Wop Reunion", "Tricky Tray" * <input type="checkbox"/>
Name of Organization / Department * <input type="checkbox"/>
Day of week, date, time * <input type="checkbox"/> Rain date (if applicable) <input type="checkbox"/>
Location * <input type="checkbox"/>
Cost, registration deadline, lecture title, etc. <input type="checkbox"/>
Additional information, e.g. "Proceeds go to" <input type="checkbox"/>
Event information, e.g. "All are welcome", or restrictions, e.g. "Rahway residents only" <input type="checkbox"/>
Phone number / email / website for additional information <input type="checkbox"/>

Requested start date (must be at least 2 weeks prior to event date): _____

Event Date: _____ Date Submitted: _____

For office use:

Received by office _____
Initial/Date

() Approved _____ Assigned to _____ Running _____
Date Name/Date Initial/Date

() Denied _____ Reason _____ Action by _____
Date Bus. Admin. or Designee Date