



NEW PROVIDENCE TV 35 BULLETIN BOARD APPLICATION

Requests for messages on the TV 35 Community Bulletin Board are accepted for non-profit, community organizations who wish to advertise events of community interest. Submissions will be subject to the following guidelines.

Electronic Bulletin Board Submission Guidelines

1. The bulletin board is a mechanism for the airing of public announcements or messages that are non-commercial and deemed to be informational to borough residents. These messages include the announcement of events or services sponsored or conducted by governmental, educational or non-profit community groups or organizations.
2. Announcements of events or services sponsored by governmental entities or non-profit community organizations from neighboring communities may be placed on the bulletin board if programming and editing time permit.
3. All notices must be approved the New Providence TV 35 Production Board and/or school officials. TV 35 reserves the right to edit any such message.
4. Personal ads will not be accepted.
5. Ads for political campaigns will not be accepted.
6. Announcements shall not contain references to:
 - a. Lotteries or bingo games; or
 - b. Alcoholic beverages or cash or open bars.
7. Meetings of non-profit, non-governmental groups are permitted to be announced; however announcements of internal organization meetings (ex., a finance committee of XYZ Club) will not be carried.
8. All messages should include the name of the event (ex.- a spring bazaar and luncheon) or service (ex., flu shots), the name of the sponsoring organization, date, time, location, costs and contact person, phone number and website.
9. The design of the screen including the colors, character fonts, style and layout of the Announcement will be decided by TV 35.
10. Requests must be submitted to TV 35, Municipal Offices 360 Elkwood Avenue, New Providence, and N.J. 07974. Electronic announcements preferred – email: tv35@newprov.org.
11. All requests must be received at least two weeks prior to the requested air start date. Acceptance is solely at the discretion of the New Providence TV 35 Production Board and/or school officials.
12. The New Providence TV 35 Production Board and/or school officials have the right to reject any message deemed not to be in conformance with these policies and procedures or the mission of TV 35.



BOROUGH OF
NEW PROVIDENCE
SETTLED IN 1720

Please type or print *clearly*
Submit by email to TV35@newprov.org
or by mail to TV 35
New Providence Municipal Center
360 Elkwood Ave.
New Providence, NJ 07974

CONTACT INFORMATION (for administrative use)

CONTACT PERSON'S NAME _____

ORGANIZATION'S ADDRESS _____

PHONE NUMBER (PRIMARY) () _____

PHONE NUMBER (CELL) () _____

EMAIL ADDRESS _____

NAME OF ORGANIZATION _____

EVENT TITLE: _____

DAY(S), TIME(S) _____

LOCATION: _____

DESCRIPTION OF EVENT: _____

CONTACT INFO FOR BULLETIN BOARD: _____

PLEASE POST FROM: DATE _____ DAY OF WEEK _____

TO: DATE _____ DAY OF WEEK _____

EVERY EFFORT WILL BE MADE TO POST YOUR REQUEST.

YOU MAY INCLUDE YOUR EVENT FLYER OR ATTACH IT TO YOUR EMAIL.