

**VILLAGE OF GLENDALE HEIGHTS
GOVERNMENT ACCESS CABLE CHANNEL 6
ANNOUNCEMENT REQUEST FORM**

Government Access Cable Channel 6 is available and viewed by Glendale Heights resident cable subscribers for the promotion and display of Village events, public information, community bulletins, and the programming of Village and community events. Announcements may only be used for the purpose of promoting fundraising events of non-profit organizations and may not contain any commercial information, prices or dollar amounts. (The words "FEE INVOLVED" may be used, in place of a dollar amount.) Announcements are limited to one page, and words cannot be split between lines. There are 7 lines. Please limit the message to 20 characters, including spaces, per line for optimal display. Make sure to include in the announcement a contact person and means of contact (phone or e-mail address), that may display to the public.

ANNOUNCEMENT TO READ:

TODAY'S DATE:

REQUESTED BY:

CONTACT#

DATE ANNOUNCEMENT REQUESTED ON:

(Note: No less than seven days before your desired start date.)

FORWARD COMPLETED REQUEST TO:

Village of Glendale Heights
c/o Public Relations
300 Civic Center Plaza
Glendale Heights, Il 60139
Phone# 1.630.909.5350 Fax # 1.630.909.5173 or 1.630.260.9728
E-Mail: public_relations@glendaleheights.org

Click on the "Save Form" button below to save the document on your computer. Then click on the email link above to open up a new email. Type "Cable Request" in the subject line, attach the saved document to your email and send.