



# Bulletin Board Request Form

The bulletin board service is available to Ventura County non-profit organizations, public agencies and educational institutions on a first come, first serve basis. Please submit completed paperwork in person, by email at [bb@capsmedia.org](mailto:bb@capsmedia.org), mail or by FAX at (805)-658-0505. Image files no greater than 5Mbs may be emailed with the completed form. You may use the 'Message Content Guide' below or attach your message to this form. CAPS MEDIA is not responsible for the content of messages. Please proof text and verify any contact information before submitting.

Date Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_ Organization (if appl.) \_\_\_\_\_

Street Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone #1: \_\_\_\_\_ Phone#2: \_\_\_\_\_

Email \_\_\_\_\_

Message Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Stop Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### TEXT INSTRUCTIONS

Please refer to the Bulletin Board examples on the back of this form and type or print clearly. Only non-commercial messages are allowed and you must print exactly how they should appear on the TV screen. Each line must not exceed 35 characters including spaces and punctuation marks. Do not break words. There is a one page maximum. Remember to include contact information such phone numbers, web sites or email addresses.

### IMAGE INSTRUCTIONS

Any images you would like to include may be submitted as layered PSD, flattened PSD or JPEG files at 1280 X 720 pixels at a resolution of 72 dpi. Files that are emailed cannot exceed 5Mbs in size. Please list below a description of the image, file names and indicate where on the screen you would like them to be placed. There is a maximum of one background and two additional images. If you want us to use a library background image please give us a general description of what you want, including color. We will attempt to match it as best we can. No draft approvals.

IMAGE #1(background): \_\_\_\_\_

IMAGE #2 \_\_\_\_\_

IMAGE #3 \_\_\_\_\_

### MESSAGE CONTENT GUIDE

EVENT TITLE: _____
SPONSOR: _____
DATE: _____
TIME: _____
LOCATION: _____
EVENT ADDRESS: _____
EVENT ACTIVITIES: _____
CONTACT INFORMATION: _____



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## HINTS ON MAKING YOUR ANNOUNCEMENT MORE EFFECTIVE

People generally don't watch TV to read so you will most likely be more effective in getting your message to the most viewers using less text. It's always best to keep to the point and tell the viewer

### WHO, WHAT, WHEN and WHERE!

For background images, remember to stay away from dark colors or pictures that compete with the text since that will make it distracting and ineffective. You want to make sure the text is easily readable. Please submit any composite graphics or single images on a flash drive as PSD or JPEG files and make sure they are 1280 X 720 pixels at a resolution of 72dpi. Files that are emailed cannot exceed 5Mbs in size. Due to limited time we will NOT scan images for you. Please indicate the placement of images on the submittal form and make sure each image file is easily identifiable. We do have a library of background images and you may indicate if you want us to use one of these at our discretion. You can include a general description of what you desire and we can try to match it.

Please type or print clearly. Only non-commercial messages are allowed and you must print exactly how they should appear on the TV screen. Each line must not exceed 35 characters including spaces and punctuation marks. Do not break words. There is a one page maximum. Remember, a phone number *MUST* be included.

## MESSAGE DESIGN GUIDE

