



BULLETIN BOARD SUBMISSION GUIDELINE

Dakota Media Access (DMA) offers a free Bulletin Board announcement service to raise awareness for community events and services initiated by non-profit organizations, schools, churches and government agencies. The Bulletin Board can be seen at various times throughout the day between programming on the Community Access channel and the Government Access channel.

What to Submit

- Event Information:
 - Name of Organization
 - Event Title
 - Day/Date(s) of Event
 - Time(s) of Event
 - Event Location
 - Event Address/City
 - Phone # for More Event Information (###) ###-####
 - Admission Fee? (Yes or No)
 - Pre-Registration Required? (Yes or No)
- Contact Information:
 - Contact Name (First Last)
 - Contact Phone (###) ###-####
 - Contact Email
 - Contact Street Address, City, State ZIP Code

When and Where

- Submit in writing at least 4 working days prior to the event start date.
- Submit to one of the following:
 - <http://dakotamediaaccess.org/announcements/>
 - info@freetv.org
 - 307 N. 4th Street, Bismarck 58501-4020

Graphics

- A high quality .jpg graphic or .eps logo may be included for use with a Bulletin Board submission.
- Submit graphic once as an email attachment to info@freetv.org. Graphics will be kept on file and re-used.

Restrictions, Suitability, Priority

- Commercial advertisements or announcements attempting to influence public opinion are not allowed.
- Receipt of an announcement does not guarantee its appearance on the Bulletin Board.
- Suitability for the channels and compliance with the DMA *Cablecast / Webcast Programming Policy* will be determined by the DMA Executive Director.
- If necessary, the DMA staff will edit the announcement to improve readability, to fit on one page, or to insure announcement is grammatically correct.
- A maximum of five (5) announcements per month will be allowed per source.
- Priority will be given to emergency and public service announcements and those submitted by the cities of Bismarck and Mandan.