



Santa Maria Community Television Channels 23 24 25

910 South Oakwood Drive, Santa Maria, CA 93454 (805) 925-9176 FAX 925-4176

Want to get your message on TV? It's easy. Non-profits, schools and government agencies can submit text messages for cablecasting on the SMCTV Community Bulletin Board. Please allow one week for posting. Your message will be shown hundreds of times per week. Thanks for your interest in SMCTV.

PLEASE PRINT

Date: _____

Name: _____

Organization: _____

Address: _____

Phone: _____

Email _____

Messages may include information regarding services or events presented by non-profit groups, schools and government agencies. A contact phone number must be included. SMCTV staff reserves the right to edit your announcement for on-screen formatting.

WRITE YOUR MESSAGE ON THE BACK OF THIS FORM, OR SUBMIT YOUR OWN POWER POINT SLIDE BY EMAIL OR DISK AFTER FOLLOWING THE INSTRUCTIONS ON THE BACK.

When you complete this form, please return it to SMCTV. Our FAX is 925-4176. E-mails to asutterfield@ci.santa-maria.ca.us Requests cannot be made over the phone.

Our mailing address is:

Santa Maria Community Television, 110 East Cook Street, Room 1, Santa Maria, CA 93454

Date form received: ____/____/____

Received by _____

SMCTV BULLETIN BOARD REQUEST FORM – page two

Requested message start date: ____/____/____

Message end date: ____/____/____

Requesting SMCTV Build Your Message?

1. Please type or print.
2. There must be a space between each word and after each period.
3. Include a headline, 1 to 4 lines of information and a contact phone number.
5. Each line of information must not exceed 35 characters including spaces and punctuation marks.

REQUESTED MESSAGE

Headline	
Line 1	
Line 2	
Line 3	
Line 4	
Contact Info	

Submitting Your Own PowerPoint Slide?

- Use Microsoft PowerPoint only and e-mail to asutterfield@ci.santa-maria.ca.us
- If submitting on CD, use CD-R or CD-RW.
- Keep your message short and to the point.
- Messages appear for about 20 seconds on the screen
- Be sure to include What, When, Where and Who the sponsoring organization is. Include your logo if you have one.
- Include a phone number for more information.
- Individual events on specific dates must be submitted separately.
- Avoid light fonts on light backgrounds and dark fonts on dark backgrounds.
- Find a graphic that complements your message. Dark colors or pictures that compete with the text are often distracting and ineffective.
- Submit your PowerPoint with no more than 500 kilobytes and make sure it is 640 X 480 pixels in size.
- Minimum font size is 32 pt.
- Leave ample margins at the sides and top/bottom to insure entire message is displayed on the TV screen.
- Send your PowerPoint as a "presentation" so it can be adjusted for on-screen formatting.