No. _____

Time Warner

★ COMMUNITY BULLETIN BOARD ★

Instructional Resources Center, Room 104
SUNY College at Oneonta
Oneonta, NY 13820-4015
Phone: **436-3314** / FAX: **436-3266**
Office Hours: Monday through Friday, 8:00 a.m. to 4:30 p.m.

1. The following information will be displayed on the Community Bulletin Board over Time Warner cable system (Channel 23) for the time indicated below.
2. Items other than emergencies must be received at least **48 hours** prior to airing time.
3. SUNY Oneonta reserves the right to preempt programming and to edit announcements.
4. Distribution: Retain **pink** copy for your records. Return **white** and **yellow** copies to the above address, *or* FAX the completed form to: **436-3266**.
5. For additional information call **436-3314**.

Date Received: _____ ☐ **SUNY Campus only** ☐ **Community only** ☐ **Both**

Organization/Department: _____

Address: _____

Telephone: _____ **Contact/Name:** _____

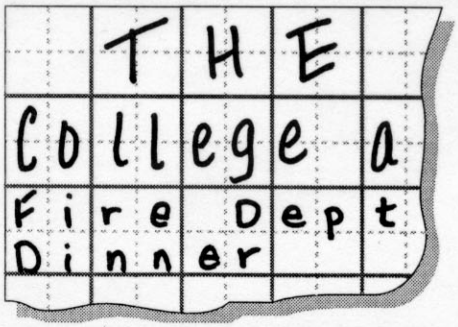
Running Date(s): _____ /_____ / _____ **to** _____ /_____ / _____
(Begin) (End)

Please note: Announcements are updated Monday through Friday only, and run unchanged Saturday and Sunday.

Complete this form exactly as your message should appear:

Sample:

Use **4 blocks** for large lettering.

Use **2 blocks** for medium size lettering.

Use **1 block** each for small lettering.