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.