Electronic Community Bulletin Board Form

belmont media center

The message board is a free service provided by **Belmont Media Center** for non-profit organizations to post upcoming events. Please complete the form and either **MAIL** or **FAX** to:

Belmont Media Center
9 Lexington Street
Belmont, MA 02478

FAX: **617-484-2446**
Email: **access@belmontmedia.org**

1) Please use this form only. You may send other materials and you may send messages by email. BMC reserves the right to edit for space. If you have a photo or graphic in an electronic form, please email.
2) Messages must be received at least 2 working days prior to desired start date and up to 60 days prior to the event.
3) Include the basics in your message: what, when, where. Provide a contact phone number in the message, if applicable.
4) Messages may not be longer than one page.
5) Anonymous messages will not be shown. All messages must be accompanied by the requester's name. This name does not have to appear in the message itself.
6) Messages are cable-cast on a first come, first served basis.

Name/Organization: **Today's Date:**

Address: **Phone #:**

This announcement should run from:_____to:_____

Are you a BMC member?_____

FOR OFFICE USE: Date Rec'd:_____ Date Posted:_____by_____ Pull Date:_____