

CITY OF RAHWAY

TV-34 Community Board Application

The community board listing on Channel 34 is a free public service offered by the City of Rahway in conjunction with Comcast Cable and is an effective way to get information out to the community.

Instructions:

1. Use of this community board is for Rahway public and/or non-profit organization events and information. No religious services, meeting announcements, membership recruitment, commercial, political, or private messages are permitted.
2. The maximum length of time a message will run is one (1) month.
3. Announcements should be concise and to the point and include a telephone number in which to obtain additional information. Only first names will be aired.
4. Completed application must be received at least **two (2) weeks before** requested start date and faxed to Administration Department at (732) 574-0477.

Message to be aired (* required fields - If more space is needed, can use back of form):

Name of event, e.g. "Do Wop Reunion" *

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Name of Organization/Department*

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Day of week, date, time*

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Location*

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Cost, registration deadline, lecture title, etc.

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Additional information, e.g. "Proceeds go to"

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Line 7 can be used to sell event, e.g. "All are welcome", or to list restrictions, e.g. "Rahway residents only"

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Phone number for additional information

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Requested start date (must be at least 2 weeks prior to event date): _____

Event Date: _____ **Date Submitted:** _____

Your information (must be filled out completely):

Rahway Non-Profit Organization Name/Dept:		
Address:		
Type of Event (e.g. Trip, Concert, Sports Events, etc.):		
Fund Raiser? Yes () No () If yes, how will profits be used?		
Contact Person:	Phone - Day # -	Evening # -

For office use:

Received by office _____
Initial/Date

() Approved _____ Assigned to _____ Running _____
Date Name/Date Initial/Date

() Denied _____ Reason _____ Action by _____
Date Bus. Admin. or Designee Date