

L.V.T.V. MESSAGE SUBMISSION FORM FOR L.V.T.V. USE ONLY

PAGE # _____
DATE ON _____
DATE OFF _____
PROGRAMMER _____

INSTRUCTIONS:

1. MESSAGES ARE FOR TWO (2) WEEKS ONLY, JUST PRIOR TO EVENT. NO DUPLICATIONS ARE ALLOWED.
EXCEPTION: TRAVEL OR OTHER EVENTS THAT NEED MORE LEAD TIME RESERVATIONS.
2. MESSAGES MUST BE IN L.V.T.V. BOX BY REC. OFFICE BY 3:00 PM TO APPEAR THE NEXT DAY.
3. ALL MESSAGES MUST BE APPROVED BY THE REC. OFFICE.
4. MESSAGES WILL BE PUT ON DURING REGULAR DAYTIME PROGRAMMING HOURS.
EXCEPTION: VILLAGE EMERGENCIES OR BY ORDER OF LVA BOARD OF DIRECTORS.
NO NEW MESSAGES WILL BE ADDED ON SATURDAYS OR SUNDAYS.

LIMITATIONS:

- A. EIGHT (8) LINES MAXIMUM. 34 CHARACTERS PER LINE.
- B. MESSAGE SHOULD CONTAIN CLUB/GROUP/ACTIVITY NAME AND DAY/DATE/TIME/LOCATION OF EVENT.
- C. L.V.T.V. RESERVES THE RIGHT TO EDIT THE MESSAGE AS NECESSARY.
- D. WRITE LEGIBLY. CHECK SPELLING AND GRAMMAR.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

**IF YOU ARE SUBMITTING YOUR OWN GRAPHIC, PLEASE PRINT IN
LANDSCAPE POSITION.**

APPROVED GROUPS: _____ POSITION: _____

SUBMITTED BY: _____ PHONE #: _____

DATE ON: _____ DATE OFF: _____

APPROVED BY _____ DATE _____