# Belmont Media Center Community Bulletin Board
# Non-Profit Announcement Form

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

Community Bulletin Board
Belmont Media Center
221 Concord Ave. Room 117
Belmont, MA 02478 FAX: (617) 484-2446

1. Use this form only. Do not submit a cover letter, flyer, or handwritten note in its place.
2. Messages must be received at least two working days prior to desired start date.
3. Messages may be displayed up to 30 days prior to the event. Messages are telecast on a first come, first serve basis.
4. Keep complete words on the same line. Do not hyphenate words at the end of a line.
5. Include the basics in your message: **what**, **when**, and **where**. Provide a contact phone number or e-mail address in the message, if applicable.
6. Messages must fit into the space below.
7. 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.
8. NO advertising of goods or services is allowed. This bulletin board is for non-commercial activities only. Admission costs or prices can not be listed on the Community Bulletin Board. Political messages are prohibited.

Name/Organization: _____ Today's Date: _____

Address: _____ Phone: _____

This announcement should run: From: _____ To: _____

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

**Belmont Community Media Center, Inc.**
221 Concord Ave. Room 117 / Belmont, MA 02478
Telephone: (617) 484-2443 Fax: (617) 484-2446