



**VILLAGE OF BOLINGBROOK
PUBLIC SERVICE ANNOUNCEMENT (PSA) FORM**

*** Please allow 3 business days to process ***

PLEASE READ THE RULES / REGULATIONS / INSTRUCTIONS ON THE SECOND PAGE

WHERE WOULD YOU LIKE THIS PSA TO APPEAR?

BOLINGBROOK COMMUNITY TELEVISION (BCT)

BOLINGBROOK WEBSITE COMMUNITY CALENDAR

Upon approval, your message will be placed on your specified choice(s) above.

PLEASE NOTE: This does NOT include the Village-wide digital signs, which are owned and operated by a commercial third party.

Contact Person:

Address:

Email Address:

Telephone Number:

Non-Profit Group:

Date you would like message to appear:

Date you would like message removed:

Please return your completed form to:

**375 W. Briarcliff Road;
Attn: Clerks
Bolingbrook, IL 60440**

Questions: Call (630) 226-8400

Or Fax to (630) 226-8409

Attn: Marti Barton, Village Clerk

Or Email form and PowerPoint slide to:

clerks@bolingbrook.gov

HELPFUL TIPS:

- **File Format:** JPG or PNG
- **Orientation:** Landscape (if file is submitted in Portrait orientation, it will be returned).
- **MATRIX:** 16 x 9 or 1920 x 1080 pixels
- **Keep It Simple:** The image will be on the screen for only 10 seconds, so keep your message short and simple
- **Make It Readable:** Use fonts with bold and thick lines to increase readability; preferably *san serif* and as large as possible. Fancy fonts are hard to read.
- **Make It Visually Appealing:** Use bright colors with high color contrast and plenty of white space.

RULES / REGULATIONS / INFORMATION FOR PLACING A PSA ANNOUNCEMENT

PSA's on The Community Bulletin Board on BCT:

- A Public Service Announcement (PSA) is a non-commercial announcement intended to provide information to the public that is of public interest, announcements of upcoming public events or safety information. Information and dated material is added and removed as needed.
- This system runs twenty-four (24) hours a day and seven (7) days a week. Only local non-profit organizations, non-profit groups, educational, and government agencies registered with the Village of Bolingbrook may use BCT's bulletin board for public announcements.
- Messages appear as slides on the television screen when actual programs are not being cablecast.
- If you would like your own designed announcement to be aired, please submit it as a JPG or PNG file with this completed form. Flyers submitted must be in landscape orientation. *Flyers submitted in portrait orientation will not be accepted.*
- All announcements must be submitted a minimum of four (4) weeks prior to the event.
- All announcements will end on BCT following the event. If the announcement is not of an event, it will be removed four (4) weeks after being placed on BCT.

Landscape
(16 x 9)
(1920 x 1080)



Approved Calendar on the Village of Bolingbrook's Website:

- Only local non-profit organizations, non-profit groups, educational, and government agencies registered with the Village of Bolingbrook may place an event on our website.
- Information from political or commercial sponsors will not be hosted on the Village of Bolingbrook's website.
- The Village will provide a link from the event to the sponsor's homepage provided:
 - The link site complies with the Village of Bolingbrook's policies on objectionable materials.
 - Does not engage in the unlawful abuse of email and/or Usenet (Newsgroups).

RULES & REGULATIONS ON BOTH

- All announcements must include the name of the sponsor requesting to air the information, a contact person, their address, phone number, and email address where the public can obtain additional information.
- If needed, the Village has the authority to make corrections, grammatical changes, etc. without sponsor approval.
- The Village of Bolingbrook reserves the right to refuse or reject any material(s) submitted for publication on the Village's website, whether directly on hosted pages or indirectly through provided links, if the material is considered to be objectionable.
- Material will be considered objectionable if it includes material that is threatening, legally obscene, libelous, or violates trade secret, patent or copyright protections. Transmission or solicitation for reception of material, which violates local, state or federal laws, is prohibited.
- The Village will not accept advertising, nor solicit for advertising from commercial sponsors.
- The Village, at its discretion, reserves the right to reject any and all requests to place a message on BCT and/or any of its media channels or on the Village's website.