



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

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

**WHERE WOULD YOU LIKE THIS PSA TO APPEAR?**

**BOLINGBROOK COMMUNITY TELEVISION (BCT)  
BOLINGBROOK WEBSITE**

Please print your message in the guide below, one letter or character per space, including spaces between words and punctuation. Please try to condense message so that it does not exceed one (1) page. Upon approval, your message will be placed on your specified above choice(s).

<b>Contact Person:</b>	<b>Address:</b>
<b>Email Address:</b>	<b>Telephone Number:</b>

<b>Non-Profit Group:</b>
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<b>Date you would like message to appear:</b>	<b>Date you would like message removed:</b>
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Please return your completed form to:  
375 W. Briarcliff Road  
Bolingbrook, IL 60440  
(630) 226-8400  
Bolingbrook, IL 60440

Or Fax to (630) 226-8409  
Attn: Marti Barton, Village Clerk  
Or Email form and PowerPoint slide to  
[executive@bolingbrook.com](mailto:executive@bolingbrook.com)

**RULES & REGULATIONS ON REVERSIDE SIDE**  
**RULES & REGULATIONS FOR PLACING AN ANNOUNCEMENT**

**The Community Bulletin Board on BCT**

- This system runs twenty-four (24) hours a day and seven (7) days a week. Local non-profit organizations, non-profit groups, educational, and government agencies may use BCT's bulletin board for public announcements. Messages appear as computer generated words and colors on the television screen when actual programs are not being cablecast. (If you would like a designed announcement to be aired, please submit a PowerPoint document with this completed form). Information and dated material is added and removed as needed.
- A Public Service Announcement 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.
- Only local non-profit organizations, non-profit groups, educational, and government agencies registered with the Village of Bolingbrook may place an announcement on Channel 6.
- All announcements must be submitted a minimum of two (2) weeks prior to the event.
- All announcements will be removed from Channel 6 following the event. If the announcement is not of an event, it will be removed two (2) weeks after being placed on Channel 6.

**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.
- 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.
- Web pages 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.
- 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 Channel 6 or on the Village's website.