

# **Berwick Community Television**

**11 Sullivan Street  
Berwick Town Hall  
Berwick, Maine 03901**

## **Guidelines for Submitting Announcements**

1. Messages of community interest from non-profit organizations and official announcements will be accepted for showing on BCTV if they are sent at least 3 weeks prior to the event to: Berwick Community Television, PO Box 696 Berwick, Maine 03901 or by email [derek.gould@comcast.net](mailto:derek.gould@comcast.net).
2. Announcements and messages must be less than 30 words and must not contain the following:
  - a. Lottery or information about lottery, gifts enterprises or similar schemes.
  - b. Any solicitation of funds or advertising designed to promote the sale of commercial products or services.
  - c. Any material that violates Town, State, or Federal laws including, but not limited to those relating to incitement to rebellion, defamation, slander, libel, invasion of privacy, trademark or copyright.
  - d. Announcements of a political nature that urge viewers to support a particular point of view **EXCEPT** if they are provided by a legitimate non-profit entity, currently elected official, or political candidate for office and are accompanied by a signed request. In addition, the sponsor's name or organization must appear on the announcement.
3. Announcements must include the following information:
  - a. Name of the organization that is submitting the message.
  - b. Name and phone number of a contact person that can be shown with the message.
  - c. Time, Place and Date of the event along with any fee that may be charged.
4. BCTV will make every effort to post messages in a timely manner, however we make no guarantees. We will attempt to present messages as clearly as possible, with an emphasis on readability and visual interest. Specific backgrounds or colors may be requested; however the final "look" shall be at the discretion of the person entering the message.
5. Persons submitting messages are encouraged to create their own PowerPoint® slide to insure that the announcement is presented in a manner consistent with their objectives. Up to 10 slides per subject or event will be accepted for placement on the bulletin board and shall be played in normal rotation along with other announcements of a similar nature.
6. Message duration shall be of sufficient time to read in a normal manner, such time to be determined by the person entering message.
7. Interpretation of these rules shall be at the discretion of the BCTV Committee; however an appeal of said decision may be made to the Berwick Board of Selectmen.