



Channel 10 Message Placement Request

School groups, non-profit organizations, and city boards and commissions, may share information about upcoming meetings, events, or activities through Channel 10.

Requests should be **submitted** to Shirley Garvel, City Secretary, **two weeks prior** to the date the message needs to start appearing on Channel 10, messages may run up to **60** days.

Name: _____

Organization: _____

Phone: _____ (day) _____ (evening)

Email: _____

Message: (listing may be modified to meet space requirements) Please limit your message to a maximum of ___ characters including spaces

Date message to start: _____

Date message to stop: _____

Recurring message: Please note what dates this message needs to appear on Channel 10 if it needs to run for more than ten consecutive days.

Start date: _____ stop date: _____

Start date: _____ stop date: _____

Channel 10 is provided as a public service by Time Warner Cable via the City's cable franchise contract. Messages may not advertise commercial products, services or businesses. Messages may be edited or not broadcast at the sole discretion of the City of Elgin.

Review / Approval

This message was ___ approved ___ denied

City Secretary - _____ Date _____

City Manager - _____ Date _____

Questions – Please contact the City Secretary at 512-281-5724 or sgarvel@ci.elgin.tx.us