

# COMMUNITY MESSAGE BOARD ANNOUNCEMENT SUBMISSION FORM

Requested dates for ANNOUNCEMENT to be distributed by WPAA.

Start: \_\_\_\_/\_\_\_\_/\_\_\_\_      End: \_\_\_\_/\_\_\_\_/\_\_\_\_    [   ] check if no end date

**About the Event/Activity/Organization** (this information will be part of announcement)

Name	
Date (s)	
Times	
Location	
Email and/or telephone	
Call to Action  (20 words or less)	

**Users** can create their own announcements. Submit digital information with this completed form and describe below. WPAA will review digital documents for policy compliance and readability. WPAA reserves the right to modify or reject digital submissions based on published policies especially as regards commercial use.

[   ] digital images are included \_\_\_\_\_  
(JPEGs, PowerPoint 1024 x768 or smaller)

[   ] supplemental information is included

About the **USER** (person submitting form)

Name	
Affiliation (if applicable)	
Evening Telephone	
E-mail address	
Mail Address	

WPAA will make every effort to distribute ANNOUNCEMENT based on dates requested. 2 weeks notice recommended.

\_\_\_\_\_ - submission date \_\_\_\_\_ - date /initials WPAA agent rec'd



**WALLINGFORD PUBLIC ACCESS ASSOCIATION, INC.**

128 Center Street Wallingford, CT 06492

Tel: (203)294-9722    Fax: (203)265-6310    Email: [wpaatv@gmail.com](mailto:wpaatv@gmail.com)