



# Billboard Request Form

The Government Channel

## Billboard Information

Department Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Start Date: \_\_\_\_\_ Stop Date: \_\_\_\_\_

When preparing your message, be as specific as possible. Please remember that space is very limited. Use the who, what, when, why, and where formula to help decide what you need to include in your message. If you have pictures or logos that you would like to add to your message, make sure they are high resolution graphics. Email them as attached files. We will display information for **30 days** unless otherwise instructed.

*If your message cannot fit on one screen size, it will be considered on a space available basis. Contact TV 13 (727-2728 if you have questions about your message or if you need assistance.*

## TV 13 USE ONLY

Received:

Completed

Comments:

Signature \_\_\_\_\_ Date \_\_\_\_\_