

Important Instructions for Cable Television Messages

(If instructions are not carefully followed, the form will be returned for corrections.)

- Please PRINT or TYPE your message(s) clearly.
- Messages can be up to two (2) pages including the title or leading page.
- Use the left column of this form for special notes (ie: "Center lines," "Capitalize," etc.)
- Space availability may necessitate OMS editing message.
- Please proofread your own work for spelling, punctuation, capitalization and clarity.
- Completed requests should be submitted via mail or fax at least **two weeks** prior to the requested air date to the Office of Multimedia Services. Every attempt will be made to run your messages during the full time period you request.

Sample Message

PAGE 1

Headline

J	o	b	T	r	a	i	n	i	n	g	C	l	a	s	s	e	s						
A	v	a	i	l	a	b	l	e															

Body

E	n	r	o	l	l	m	e	n	t	s	t	a	r	t	s	A	u	g	u	s	t	1	9	a	t	t	h	e		
R	O	P	O	f	f	i	c	e	f	r	o	m	8	:	0	0	a	.	m	-	4	:	1	5	p	.	m	.		
M	o	n	d	a	y	t	h	r	o	u	g	h	F	r	i	d	a	y	s	.	F	a	l	l	c	l	a	s	s	e
s	t	a	r	t	S	e	p	t	e	m	b	e	r	1	3	-	J	a	n	u	a	r	y	2	6	.				
P	i	c	k	u	p	s	c	h	e	d	u	l	e	a	t	t	h	e	R	O	P	O	f	f	i	c	e	.		

PAGE 2

R	e	g	i	o	n	a	l	O	c	c	u	p	a	t	i	o	n	a	l	P	r	o	g	r	a	m			
3	7	0	1	-	B	E	a	s	t	W	i	l	l	o	w	S	t	r	e	e	t								
L	o	n	g	B	e	a	c	h	C	A	9	0	8	1	5														
C	a	l	l	(5	6	2)	4	2	6	-	6	8	4	6	f	o	r	m	o	r	e						
i	n	f	o	r	m	a	t	i	o	n	.																		

Use this area for special instructions (i.e. capitalize, center, etc.)