



TOWN OF CHINO VALLEY CHINO VALLEY ACCESS TELEVISION

VIDEO BULLETIN BOARD GUIDELINES

The Chino Valley Community Video Bulletin Board is a free service provided for the Chino Valley area by the Town of Chino Valley for the purpose of producing non-profit, non-commercial announcements focusing on the Town and surrounding community activities, events, interests, and concerns.

If your organization would like to post a Public Service Announcement on Chino Valley Access Television Video Bulletin Board submit your announcement (in an attachment) via email to accesstv@chinoaz.net.

Include in your email with your announcement submittal:

- Organization Name
- Your Name
- Your Address
- Your Phone Number
- Date Requested to Begin Display
- Copy of your 501c3 (if applicable)

Please submit your announcement at least 1 week prior to the start date. Time sensitive messages will be displayed through the day of the event or specified deadline when possible. Only non-profit and non-commercial announcements will be accepted (local public education institutions, non-profit organizations, service groups and social and recreational clubs and organizations). Political and commercial messages are prohibited. Each announcement will be reviewed for conformance with eligibility and content requirements.

Bulletin Board Recommendations:

- 800px wide x 600px high (4:3; landscape)
- jpg format (NOT pdf)
- less than 50 words
- no lettering smaller than 24 point
- use a simple sans-serif font; Arial is good
- use very simple graphics, in high-contrast with the font (light letters on dark background, or vice versa)
- a 1 inch margin
- print out should be readable from 10 feet away, in 10 seconds

Your content **should** contain:

- Short name or title of the event or announcement.
- Name of the organization hosting the event
- Day of week, date, time, and duration of the event.
- Location of event.
- Brief summary of event.
- “For more info:”, your phone, email, website

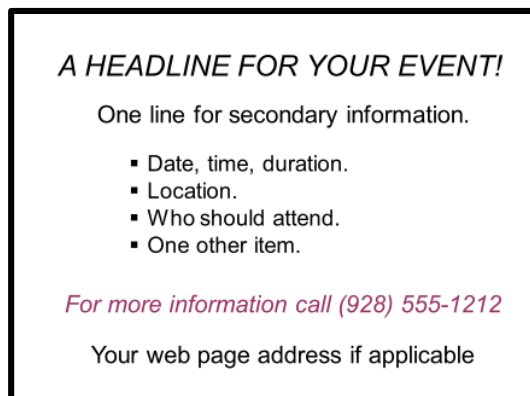
Your content should **not** contain:

- Any reference to fees, ticket prices, costs, dollar info etc. Instead, say “For more info ...”

Message Content Restrictions

- Obscene, libelous, slanderous material or content
- Solicitation of funds or messages promoting the sale of products other than for non-profit organizations.
- Political messages

Here is an example of what your bulletin board submittal should look like:



Chino Valley Video Bulletin Board is broadcast between regular programming. For more information please call the Audio/Visual Division at 636-2646 extension 1205. A/V administrative hours are Monday through Thursday 7:30 am to 5:00 pm except holidays.

The guidelines listed above offer your organization the opportunity to optimize your visibility and communication to the public. We are not responsible for an organization’s refusal to follow these guidelines and compromise their communication potential.

All submissions will be reviewed by Town staff and evaluated using the criteria listed here. Town staff will use its discretion when the content appears questionable or is questionable, and reserves the right to make editorial changes or refuse to post the content on Chino Valley Access Television.

CHINO VALLEY ACCESS TELEVISION PROGRAMMING

Monday, Wednesday, Thursday, Friday, Saturday and Sunday	
12am – 6am	Prescott Programming
6am – 9am	Chino Valley Unified School District Board Meeting
9am – 12pm	Chino Valley Planning & Zoning Commission Meeting
12pm – 3pm	Chino Valley Town Council Meeting
3pm – 5pm	Prescott Programming
5pm – 6pm	Chino Valley Video Bulletin Board
6pm – 9pm	Chino Valley Town Council Meeting
9pm – 12am	Chino Valley Planning & Zoning Commission Meeting
Tuesday	
12am – 6am	Prescott Programming
6am – 9am	Chino Valley Unified School District Board Meeting
9am – 12pm	Chino Valley Planning & Zoning Commission Meeting
12pm – 3pm	Chino Valley Town Council Meeting
3pm – 5pm	Prescott Programming
5pm – 6pm	Chino Valley Video Bulletin Board
6pm – 12am	Live Broadcast of either Town Council or P&Z Meeting After live broadcast Video Bulletin Board

Live broadcast of Town Council, P&Z or other pertinent meetings are normally scheduled for Tuesdays but may occasionally be on other days of the week. Those occasional meetings will be broadcast live and will interrupt regularly scheduled programming.

The Video Bulletin Board will run after each meeting ends and will continue to run until the next scheduled meeting is broadcast.