



## **BULLETIN BOARD GUIDELINES**

Dakota Media Access (DMA) offers a free Bulletin Board announcement service to raise awareness for community events and services initiated by non-profit organizations, schools, churches and government agencies. The Bulletin Board can be seen at various times throughout the day between programs on Community Access channel 12.

### **ANNOUNCEMENTS MUST:**

- Be concise (who, what, when, where) and no more than 140 characters, including spaces and punctuation.
- Include desired start and end dates.
- Be accompanied by the name of the submitting organization and the name and phone number of a contact person.
- Be submitted in writing at least 4 working days prior to the start date via one of the following:
  - [www.freetv.org](http://www.freetv.org)
  - [info@freetv.org](mailto:info@freetv.org)
  - 307 N. 4<sup>th</sup> Street, Bismarck 58501-4020
  - (701) 258-8871(fax)

Commercial advertisements or announcements attempting to influence public opinion are not allowed and receipt of an announcement does not guarantee its appearance on the Bulletin Board. Suitability for the channel and compliance with DMA policies will be determined by the Executive Director. Priority will be given to emergency and public service announcements and those submitted by the Cities of Bismarck and Mandan.

If necessary, the DMA staff will edit the announcement to improve readability, to fit on one page or to insure announcement is grammatically correct. A maximum of five (5) announcements per month will be allowed per source.