



City of Piedmont
120 Vista Avenue
Piedmont, CA 94611
(510) 420-3083
kcom@ci.piedmont.ca.us

COMMUNITY ANNOUNCEMENT (READERBOARD) REQUEST FORM

Please fill out and submit this form at least 1-3 weeks before the event. Community announcements are broadcast on KCOM-TV, 24 hours a day, 7 days a week, in between regularly scheduled programs.

NOTE: You will always be notified by KCOM staff when your request has been posted.

TYPE OR PRINT CLEARLY AND SUBMIT TO KCOM VIA POSTAL MAIL OR EMAIL TO

kcom@ci.piedmont.ca.us **Send any supporting images by email as jpeg or tiff attachments (10Mb limit)**

Items with an * indicate a required field.

REQUESTOR INFORMATION

| |
|----------------------|
| Name * |
| Phone * |
| Email (if available) |
| Organization * |

COMMUNITY ANNOUNCEMENT (READERBOARD) MESSAGE

| |
|-------------------------|
| Event * |
| Event Location * |
| Event Date(s) * |
| Event Time(s) * |
| Event E-mail or Website |

ADDITIONAL INFORMATION (30 WORDS OR LESS)

POLICIES

- Only non-profit or government announcements will be broadcast
- Please only submit one announcement per form
- KCOM will not advertise prices for any events
- KCOM reserves the right to edit copy for content
- Announcements are broadcast until the event has transpired
- KCOM reserves the right to deny announcements that are illegible
- KCOM reserves the right to deny announcements that contain commercial information