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 access@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:

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[Box]

A HEADLINE FOR YOUR EVENT!

One line for secondary information.
- Date, time, duration.
- Location.
- Who should attend.
- One other item.

For more information call (928) 555-1212

Your web page address if applicable
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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

<table>
<thead>
<tr>
<th>Time</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>12am – 6am</td>
<td>Prescott Programming</td>
</tr>
<tr>
<td>6am – 9am</td>
<td>Chino Valley Unified School District Board Meeting</td>
</tr>
<tr>
<td>9am – 12pm</td>
<td>Chino Valley Planning &amp; Zoning Commission Meeting</td>
</tr>
<tr>
<td>12pm – 3pm</td>
<td>Chino Valley Town Council Meeting</td>
</tr>
<tr>
<td>3pm – 5pm</td>
<td>Prescott Programming</td>
</tr>
<tr>
<td>5pm – 6pm</td>
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| 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.