

COMMUNITY ACCESS CALENDAR FORM

HTCA-TV

38151 L'Anse Creuse
Harrison Township, MI 48045
586-466-1400
htca@harrison-township.org

Harrison Township Community Access is happy to provide local non-profit organizations or community based groups with the opportunity to share information of public interest on Community Access Television. Supplying concise information in the spaces provided on this form will assist us in preparing your message. The Community Access Calendar is an efficient means to get your message out to the viewing public. Messages should primarily be of interest to the citizens of Harrison Township. The Community Access Calendar airs during hours of operation when no other programming is scheduled.

All messages are directed to the Township Designee for the Community Access Calendar. Electronic submissions are preferred. Suggested formats are Word, Publisher or PowerPoint.

The information is limited to announcements of a non-commercial and non-political nature. Due to the large number of announcement requests we receive, only one message per organization can be displayed at one time. The message will be aired for a period of not less than one week and should be submitted at least two weeks in advance. When providing information, consider the most important elements: who, what, where, when, why, and a contact number.

Organization _____ _____
Contact _____
Address _____
City _____ State _____
Zip _____ Phone _____ Fax _____
Email _____
Requested air dates _____
Signature _____

NOTE: Be sure to include the time, date and location of the event. HTCA-TV reserves the right to modify as warranted, and is not responsible for errors, omissions or misleading information. Although HTCA-TV attempts to publish submitted announcements, staff resources may vary at times, which can prevent some announcements from being prepared and shown prior to an event.

MESSAGE: (Please print legibly) _____ _____ _____ _____ _____ _____ _____ _____
