Each box is for one letter, one number, one space, etc...
Do not attempt to use all spaces available. Keep the message short and simple. Do not hyphenate words at the end of a line. Every punctuation mark is considered a space, just the same as letter.
Please provide MTC with a message at least seven (7) days before the run date.
Messages will appear on the screen as they are submitted. All information must be complete in order to run messages. If an error occurs in the cable cast, every effort will be made to correct it when it has been called to the attention of MTC.

**Notices will not run for more than ten (10) days.**

**Name of organization:________________________**

*Form must be submitted seven (7) days prior to the airing date*

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**Name of contact person:** __________________________________________

Phone (home) ___________________________ (work) ____________________________

Organization (if applicable): __________________________________________

START DATE _____/_____/______ + 10 days = STOP DATE _____/_____/______

Signature: ___________________________ Date: _____/_____/______

WE RESERVE THE RIGHT TO EDIT MESSAGES FOR LENGTH

**Staff Use**: _____ Accepted _____ Rejected Date _____/_____/______ Staff Initials: ______ Page# _____