

SPTV Community Bulletin Board Request Form

Please complete the request form below. Please read the guidelines before submitting the form.

Name of Organization:

Contact Person Name:

Contact Person Title:

Contact Person Phone Number:

Contact Person Email:

Items must be received 2 weeks prior to start date.

Announcement start date:

Announcement end date:

Announcement Heading:

Announcement: (Announcements have a 600 character limit including spaces)

SPTV: Verizon Channel 32
South Plainfield, NJ

Community Bulletin Board

The Community Bulletin Board on SPTV is available for airing public announcements or messages that are non-commercial and deemed to be informational to South Plainfield Borough residents. These messages include the announcement of events or services sponsored or conducted by municipal, educational or non-profit community groups or organizations. Specific guidelines are listed below.

Guidelines:

- Announcements of events or services sponsored by municipal entities or non-profit community organizations from neighboring communities that may be of interest to South Plainfield residents may be placed on the bulletin board if programming and editing time permit.
- Personal ads will not be accepted.
- Ads for political campaigns will not be accepted.
- Announcements may not contain references to:
 - Lotteries, bingo, or other games of chance or;
 - Alcoholic beverages or cash or open bars.
- Meetings of non-profit, non-municipal groups may be announced; however announcements of internal organization meetings (e.g., a finance committee of XYZ Club) will not be carried unless subject to Sunshine Laws.
- The starting times and locations of religious services conducted by religious organizations within the Borough may be posted on a religious services page.
- All messages should include the name of the event (e.g., a spring bazaar and luncheon) or service (e.g., flu shots), the name of the sponsoring organization, date, time, location, costs and contact person, phone number and website.
- The design of the screen including the colors, character fonts, style, and layout of the announcement will be decided by the South Plainfield Television Committee.

Requests can be emailed to sptv@southplainfieldnj.com or dropped off/mailed to the Borough of South Plainfield, 2480 Plainfield Avenue, South Plainfield, NJ 07080, Attention SPTV, for approval by the SPTV Committee. All requests should be received at least two weeks prior to the requested air start date. SPTV cannot promise or guarantee that messages will be posted any sooner than one week from the submission date. However, we will try our best to post your request as soon as possible. Acceptance is solely at the discretion of the SPTV Committee. The Committee has the right to reject any message deemed not to be in conformance with the objectives of SPTV.