



Templeton Community Television

## Community Bulletin Board Guidelines

TCTV posts notices of events and other appropriate information for non-profit organizations in Templeton and the surrounding region. We welcome your submissions.

Notices appear between programs on TCTV Cable Channel 8 in Templeton, which is also available in Phillipston. Notices may also be displayed on TCTV's Facebook page, at TCTV's sole discretion.

Notices are available for public (not-for-profit), educational and government purposes. No commercial ventures or political notices may be posted.

**Be on time!** For the best exposure, event notices should be submitted to [tctv@templeton1.org](mailto:tctv@templeton1.org) two weeks prior to the event or earlier. Later submissions may not be posted.

**Be brief.** Notices should include no more than 20-25 words. Font size often depends on the typeface, but should be no smaller than 18-20 points. Use bigger fonts for headlines. Body fonts are often 24 to 36 points in size.

**Be sure to include:** Name of the event, its date and time (beginning to end, with am or pm), place of event, address of event site if not well known, town or village, any registration or other deadlines, phone number or email for public to contact and for more information. Only include up to 3 additional bullet points for other information, if there is room.

**Make it Stand Out!** Include appropriate artwork, drawings, etc., to grab attention. Artwork under copyright should not be used without permission. Submissions that are not designed and those of text only may appear as text only, and will not garner as much attention.

**Submit the right size!** Notices that run on Channel 8 are formatted into slides that are 720 x 540 pixels, in landscape (horizontal) format. Vertical formats such as 'portrait' shaped pdf files must be cut, cropped, or reduced in size to fit properly on the screen. Please do NOT submit files in Portrait format!

**Be Safe:** Also be sure to leave a "safe area" (about 1/2 inch) without text, along the perimeter. Text close to the edges can be cut off, and the slide will have to be resized. TCTV can send you examples upon request.

**File formats:** Notice slides may be submitted as jpg or png files, or in Microsoft Word (Word is *not* preferred). Please refrain from submitting pdfs. Text-only submissions are also accepted via a form on the Templeton town web site ([templeton1.org](http://templeton1.org)).

**Use Canva.** An easy way to design great looking slides for notices is to use the free online tool, Canva ([canva.com](http://canva.com)). The Presentation View of 1024 x 768 pixels (px) resizes nicely to 720 x 540 pixels required for TCTV broadcast. Simply download your completed design as a jpg or png file (no pdf, please), and send to us. We can resize if you cannot. **TCTV is glad show you how to create great designs for your organization!**

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