# GHTV CG ANNOUNCEMENT REQUEST FORM

When no programming is playing, Glendale Heights provides a character generator on GHTV (Glendale Heights Television) for announcing Village and community events at no cost.

Announcements are accepted based on the following criteria:

Announcements may only be used for the purpose of promoting fundraisers and events of non-profit organizations and may not contain any commercial information. Announcements are limited to one page, and words cannot be split between lines. There are 7 lines. Please limit the message to 28 characters, including spaces, per line for optimal display. Make sure to include in the announcement a contact person and means of contact (phone or e-mail address), that may be displayed to the public. **Public Relations reserves the right to edit your announcement to fit, if necessary, and has final approval before your announcement will appear on GHTV.**

Submit completed form for consideration to:

Village of Glendale Heights
Attn: Public Relations
300 Civic Center Plaza
Glendale Heights, IL 60139

Phone: 630.909.5350
Fax: 630.260.9728
Email: public_relations@glendaleheights.org

Please Print Information Below

Today's Date_____

Department / Agency / Organization _____

Your Name _____

Address _____ Phone _____

City, State, ZIP _____ Date of Event _____

Email _____

Write-In Headline Below

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Write-In Message Below

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OFFICE USE ONLY

RECEIVED:_____ START:_____ END:_____ ITL:_____

*REVISED 5/12/2017*