



# Cerritos TV3 Announcement Form

Cerritos Government Access Channel



Name of Organization (as registered with the City of Cerritos)

Contact Person \_\_\_\_\_ E-mail \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone Number \_\_\_\_\_ Work Telephone Number \_\_\_\_\_

Cerritos TV3, operated by the City of Cerritos, cablecasts information messages on the activities and services of Cerritos organizations, which are registered as A or B groups with the City, with approved rosters and by-laws. Messages are displayed between cablecast of video programming.

### Send completed forms to:

**CERRITOS TV3**  
**City of Cerritos**  
**Communications Division**  
**18125 S. Bloomfield Ave.**  
**P.O. Box 3130**  
**Cerritos, CA 90703**

or FAX to: (562) 916-1313

Inquiries: (562) 916-1320

**REQUEST MUST BE RECEIVED AT LEAST TWO WEEKS IN ADVANCE OF REQUESTED AIR DATE**

The City will make every effort to include messages from organizations by the requested air date.

Start Date and Time: \_\_\_\_/\_\_\_\_/\_\_\_\_ @ \_\_\_\_:\_\_\_\_  a.m.  p.m.

End Date and Time: \_\_\_\_/\_\_\_\_/\_\_\_\_ @ \_\_\_\_:\_\_\_\_  a.m.  p.m.

### MAXIMUM OF 8 LINES, 30 CHARACTERS PER LINE (including spaces)

Please type or print clearly. Illegible messages or those not prepared to specifications will be returned.


Signature \_\_\_\_\_ Date \_\_\_\_\_

Character-generated information and announcements may be edited to provide clarity or to adhere to acceptable standards. Should human error result in the cablecast of incorrect information over the government access channel, the City of Cerritos, its officers and agents shall not be liable for the inaccuracy of the information.

OFFICE USE ONLY	
Approval _____	Date _____
Input _____	Date _____
Removal _____	Date _____