



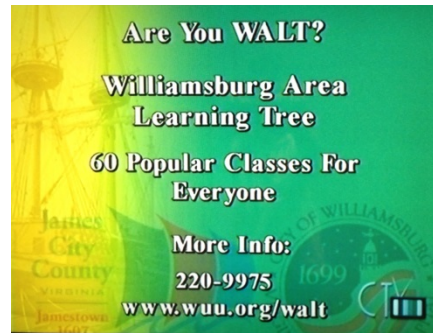
# Community Bulletin Board Announcement Request Form

- Announcement Request Forms must be submitted at least two weeks in advance of the requested air date.
- Completed forms can be scanned and emailed to [video.req@jamescitycountyva.gov](mailto:video.req@jamescitycountyva.gov); mailed to JCC Community Video Center, 1114 Ironbound Rd., Williamsburg, VA 23188, or faxed to 757-259-7708.
- Use fewer than 25 words per screen and no more than 3 screens per organization.
- One word, phone number, email address, or web address per box.
- Be sure to include a telephone number so viewers can call if they have questions.
- Submit photos or logos to [video.req@jamescitycountyva.gov](mailto:video.req@jamescitycountyva.gov).

Example:

Are	you	WALT?		
Williamsburg	Area	Learning	Tree	
Go	Popular	classes	for	everyone
More	info:	220-9975	www.wuu.org/walt	

Will become:




Nonprofit Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

James City County reserves the right to edit announcements for length or clarity.

Questions? Email [video.req@jamescitycountyva.gov](mailto:video.req@jamescitycountyva.gov) or call 757-259-7708.