

# Access Carson City Television (ACCTv)

## BULLETIN BOARD RULES

Access Carson City offers a free electronic message service to raise awareness of the many community events that are initiated by our non-profit organizations, schools, churches and government agencies.

A for-profit organization may post a message, only if the event is of a non-profit nature.

The ACCTv Bulletin Board can be seen at various times throughout the day. ACCTv's automated playback system defaults to the Bulletin Board between scheduled programs and the Bulletin Board is scheduled in larger time blocks throughout the schedule.

## MESSAGE SUBMISSION / CONTENT

1. All messages must be submitted in the body of an email and must be submitted at least 4 working days prior to the requested start date. No announcements will be taken over the phone, except in the case of an emergency. Hand written or typed submissions will be accepted but are discouraged.

2. Messages may be emailed to [dbayer@bactv.org](mailto:dbayer@bactv.org) or submitted on the ACCTv website at [www.acctv.org](http://www.acctv.org). They may also be dropped off or mailed to ACCTv 511 W. King St, Carson City NV 89703, faxed to 775-883-3253

3. Messages should be concise and contain basic information concerning who, what, where, when, why and how and if admission is charged. We respectfully request that you edit your info to include no more than 7 lines of up to 50 characters each. If necessary, the ACCTv staff will edit the message to improve readability to make it fit on one page or to insure message is grammatically correct. Please do not worry about formatting, we will do that for you.

4. Classified ads, commercial messages or messages attempting to influence public opinion are not allowed on the ACCTv Bulletin Board.

Announcements of political events (debates, appearances, voter/election info) are permitted.

5. All submitted messages must be accompanied by the name of the submitting

organization, the name and phone number of a contact person and whether or not that information is to appear in the message. Submissions should include desired start and end dates. The messages will be placed on the Bulletin Board until the event has taken place or for 3 months unless other arrangements have been made.

6. Unless the organization is a non-profit, specific information about prices or admission charges will be omitted from the announcement; however, statements such as "admission charged" are acceptable.

7. Receipt of a public service message does not in any way guarantee its appearance on the ACCTv Bulletin Board. Suitability for the channel and compliance with ACCTv policies will be determined by the Executive Director.

8. Every attempt will be made to input all messages received by ACCTv. In the case that channel capacity is at a peak, messages will be carried a maximum of three days each, and on a first-come, first-served basis with the following priorities:

1. Emergency and public service notification messages;
2. Announcements ordered by the City of Carson.