

RCTV Bulletin Board Policy

10. BULLETIN BOARD

RCTV provides a Community Bulletin Board designed to inform the public of activities and events of general interest as well as Government & School notices and RCTV programming announcements. The Bulletin Board will run whenever a live or recorded program is not being broadcast.

10.1 BULLETIN BOARD SUBMISSIONS

10.1.1 Only non-profit or not-for-profit organizations, educational, and government agencies may place items on the Bulletin Board.

10.1.2 Advertising material promoting the sale of commercial products and services is prohibited. Political announcements stating political views or opinions by or on the behalf of any announced political candidate, party, or ballot measure are prohibited. RCTV reserves the right to edit the content of any bulletin board request to fit the space requirements of bulletin board pages. RCTV reserves the right to reject any announcement and any acceptance or rejection at any particular time is not to be considered as a precedent for future decisions. Appeals or complaints about Bulletin Board items will be made to the Cable TV Committee first. Further appeal will be to the Board of Selectmen. The decision of the Board of Selectmen is final.

10.1.2 The Cable Coordinator shall be responsible for reviewing Bulletin Board items. Where specific permission to directly submit material has been granted, the originating submitter (ie. town departments & school district officials) shall be responsible for content.

10.1.3 All material for the Bulletin Board shall be submitted in writing via mail, fax or e-mail. Material can also be dropped off at the Raymond Town Office. The material shall be reviewed by the Cable Coordinator or their designee and put on to the Bulletin Board as soon as possible. The Raymond Cable TV Committee and Coordinator assume no liability for delays in putting material on the Bulletin Board. Announcements should be submitted at least 10 days in advance of the event to ensure timely notice.

10.1.4 Date-specific announcements shall not be posted more than 3 months prior to the events date. Announcements will be removed once the event date has passed. Announcements containing multiple dates will be posted no earlier than 3 months prior to the first listed date and will be removed once the final listed date has passed. Announcements without specific event dates will be posted for a minimum of one month.

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10.2 BULLETIN BOARD CONTENT

10.2.1 Announcements should contain only the most basic information necessary to ensure that large, readable fonts can be used. Typical content should contain the following information in this order:

1. Name of Event
2. Sponsoring Organization (if applicable)
3. Event Date and Time
4. Event Location
5. 1 or 2 short sentences with additional information
6. Contact information (phone number, e-mail address, or web site) for viewers to get more information

10.2.2 Announcements referring events held at the location of a private for-profit entity shall list only the name of said entity and address information only for the purposes of informing viewers of its location. No other information (logo, nature of business, list of services, pricing information, etc.) related to said entity shall be included in the slide content.