long beach unified school district

Request for Public Service Messages on Cable Television

District Education Cable Channel Serving Long Beach/Lakewood/Signal Hill
880 Locust Avenue, Long Beach 90813 • Phone (562) 997-8000 ext. 7198 • FAX (562) 495-9768

Name of Public School/Organization: _____

Contact Person: _____ Phone: _____

Date(s) messages to run - From: _____ To: _____

Signature of Principal/Administrator: _____

Before completing, please read instructions on reverse side.

Use this area for special instructions (i.e. capitalize, center, etc.)

PAGE 1

Headline

Body

PAGE 2

For OMS use only:

Received by:_____ Date:_____ Approved by:_____ Date:_____

Input by:_____ Date:_____ Deleted by:_____ Date:_____

Important Instructions for Cable Television Messages

(If instructions are not carefully followed, the form will be returned for corrections.)

- Please PRINT or TYPE your message(s) clearly.
- Messages can be up to two (2) pages including the title or leading page.
- Use the left column of this form for special notes (ie: "Center lines," "Capitalize," etc.)
- Space availability may necessitate OMS editing message.
- Please proofread your own work for spelling, punctuation, capitalization and clarity.
- Completed requests should be submitted via mail or fax at least **two weeks** prior to the requested air date to the Office of Multimedia Services. Every attempt will be made to run your messages during the full time period you request.

Sample Message

Use this area for special instructions (i.e. capitalize, center, etc.)

PAGE 1

Headline

Job Training Classes
Available

Body

Enrollment starts August 19 at the
ROP Office from 8:00 a.m. - 4:15 p.m.
Monday through Fridays. Fall classes
start September 13 - January 26.
Pick up schedule at the ROP Office.

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Regional Occupational Program
3701-B East Willow Street
Long Beach, CA 90815
Call (562) 426-6846 for more
information.