

Community Message Board Guidelines

Eligibility:

- Only current BNN Organizational Members are eligible to use the Community Bulletin Board
- Organizational Basic Members may submit one Community Bulletin Board posting per quarter (3 month period)
- Full Organizational Members may submit one Community Bulletin Board posting per month.

All submissions will run for a period of up to one calendar month.

Specifications:

In order to accommodate as many organizations as possible, we ask that you provide material according to the following guidelines.

Promotional slides:

- Slides must be in Jpeg file format, size 800 x 600 (landscape format)
- Include the name of your organization, neighborhood, and concise info about your event.
- Keep it brief (60 words or less), and use 24 point or larger font. Use a simple font, such as Arial Black, for clarity. Avoid white as background color.
- Prominently include website or phone number where people can contact you for details.
- Be creative – incorporate photos, colors or graphics that will attract viewers' attention.
- Avoid specific dates unless for events at least three weeks away.

PSAs:

- Must be no longer than 60 seconds in length
- Must follow all submission guidelines for regular program submissions (content, format, etc.)

All submissions should be emailed to Programming@bnntv.org. Please include in the email your contact info for follow-up questions, dates you wish to air the message, and any other pertinent information.