



Community Bulletin Board Submissions

The Community Bulletin Board displays slides that promote community events, provide public service information, and displays scheduling information about shows on [DCTV](#) channel 15 and [KDRT](#) 95.7FM. Each message runs for 10 - 15 seconds and the entire loop can last up to about 5 minutes (usually less). Posting messages to the CBB is free for anyone who lives, works or studies in Davis, as well as non-profits serving Davis and/or Yolo County residents.

The Community Bulletin Board runs on DCTV, Comcast Channel 15 in Davis, CA. DCTV can also be found on AT&T U-verse under the Menu 99 option. There is no set time that the CBB appears, but announcements loop continuously whenever there is no scheduled programming. Since our new CBB also displays our programming schedule, it runs more frequently than it has in the past.

How to submit your announcement

1. Make sure you're eligible.

All content we show, including CBB messages, must be non-commercial. Check the column to the right to see if you qualify.

2. Submit it early!

Make sure we receive your message at least one week before you want it to be on the CBB, and at least one or two weeks before the event.

3. Make sure it fits our format.

You have only about fifteen seconds to get your message across, so keep it short. Trim your message down to the basics.

- What is the event?
- When will it happen? (date and time)
- Where will it happen?
- Who is making it happen? (sponsoring organization)
- Include a phone number, email address or URL for more information.
- Indicate if a fee/donation is required/ requested.
- Do NOT specify amount of fee/donation.

If your organization has a logo, or if you have an image to publicize the event, please include it in your submission. If you send us a flier or press release we'll select what we think the most important information is and put that onto the slide. We love/prefer it when people design their own slides. Please make sure your slide conforms to the following specifications.

- Export slide as an image from PowerPoint or Keynote (if you use those to create it) or use Photoshop to create an image
- Image Format: jpg, jpeg, png
- Dimensions: 800x600 pixels
- Resolution: 72dpi
- Don't put any important information too close to the edges of the slide
- Please don't send graphics as a Word file
- Don't send PDF posters (we can't extract the graphics and all the text has to be retyped)

We can't accept a calendar of events, nor can we accept one submission containing several dates. Make sure you make one submission for each date

4. Send it in!

You can email it in to: CBB@davismedia.org

Please put '[CBB]' in the subject line & your organization's name, as the emails are sometimes forwarded to other accounts.

Non-Profit groups:

- may promote events that are open to the public and are free.
- may promote events that are open to the public and for which a fee is charged, provided fees collected benefit the non-profit. DCTV cannot post the fee amount, except to say that a fee is required. A phone number will be posted for fee information. Fund raising events for 501 (c)(3) organizations qualify.

For-Profit groups or individuals:

- may promote events that are open to the public and are free.
- **may not** submit messages which promote an event that requires or requests entrance fees, or promotes the purchase of products or services. Fund raising for commercial, for-profit groups is prohibited on public access channels.

Candidates for political office:

- may promote events that are open to the public and are free, i.e., campaign appearances & events
- may promote events that are open to the public and for which a fee is charged, including campaign fund raisers. DCTV cannot post the fee amount, except to say that a fee is required, but will post a phone number, website, or email for further information.

Examples

- free art showings, exhibits, and receptions, offered by anyone
- free classes, workshops, and lectures, offered by anyone
- classes, workshops, and lectures, offered by a non-profit organization
- free dance or drama performances, offered by anyone
- dance or drama performance, offered by a non-profit organization
- free field trips, tours, and excursions, offered by anyone
- field trips, tours, and excursions, offered by a non-profit organization

You can also mail or deliver submissions to:

Davis Media Access
Community Bulletin Board
1623 Fifth Street, Suite A
Davis, CA 95616

We do not accept announcements over the phone.