



REQUEST TO BROADCAST FORM

Non-profit organizations only – located in the City of The Colony!

TCGTV

Date of Submission: _____

Organization (or Individual):

Day Phone: _____ Evening Phone: _____

Desired Start Date: _____ End Date (14 day maximum): _____

Request Submitted by (signature required): _____

Please enter the desired text in the space below, or attach a separate document that contains the text of the announcement you wish to have broadcast on Channel 16 upon TCGTV approval. The City of The Colony reserves the right to deny this request, or to edit the text, if necessary. The information provided should be for announcement of a **one-time event**, not an on-going program. Information shall not exceed one screen and generally should only include the organization, activity or function, location, date and time. No videotaped or live broadcasts. **Please submit form one week prior to airing.**

You may email this form to dbaxter@thecolonytx.gov or fax to 972-624-4490.