

CHANNEL 10 NOTICE

Today's date _____

Notice to person submitting request: There must be at least 5 days from the submission of this request to the first day of your event, meeting or social. This allows the staff time to make the slide, and post it on channel 10 before the event date. This will give you maximum viewing time for your slide.

Name of person submitting request _____

Phone number of person submitting request _____

Approximately 25 words or less will give the best visual impact. Please include the most important information...

Event Sponsor _____

Date of Event _____

Start Time of Event _____

Where Event will be held _____

Additional Information (I.E. dress code, bring items, cost or donation price.) If you have a logo/photo you would like added please email items (jpg. Format) to frontdesk@suddenvalley.com Subject: "ATTN: CH 10 slides".

If you are submitting more than 2 weeks prior to event start date, or if the slide is a "Request" slide (I.E. Requesting Volunteers, etc.) Please include the following:

Date to **start** showing slide _____

Date to **stop** showing slide _____