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## COMMUNITY EVENT ANNOUNCEMENT ON HOLSTONTV

Educational, charity, and literary 501(c)(3) nonprofit organizations, civic league and social welfare 501(c)(4) organizations, 501(c)(6) chambers of commerce, schools and governmental entities may submit community event announcements to be aired on Channel 16 of HolstonTV free of charge. Upon request, HolstonConnect reserves the right to request of copy of the organization's certification, charter, or tax exemption to provide evidence of meeting the above criteria.

Content should include the name of the organization and event, date and time, and location of the community event. The submission must be formatted to a 16" x 9" pdf and saved in rgb color format with a minimum of 300 resolution. All submissions must be received in completion and accompanied by a copy of this form at least 14 calendar days prior to the start date of airing. **Please submit form and slide to members@holstonelectric.com.**

*HolstonConnect may refuse to transmit information which does not meet our guidelines. For additional information, please contact Michelle Simpson, Director of Member Services, at (423) 272-1041 or msimpson@holstonelectric.com.*

Name of Contact: \_\_\_\_\_ Contact Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Address of Event Location: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time Event Begins: \_\_\_\_\_ Time Event Ends: \_\_\_\_\_

Direct Questions Concerning Event To: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Start Date of Airing: \_\_\_\_\_ End Date of Airing: \_\_\_\_\_

Signature of Organization Contact: \_\_\_\_\_ Date: \_\_\_\_\_