

# VILLAGE OF MATTESON

## COMMUNITY BULLETIN BOARD GUIDELINES

### **Guidelines**

The Village of Matteson Channel 4 Community Bulletin Board is designed for non-profit, non-commercial use to inform cable TV subscribers of various events, services and/or activities that are occurring in the Village of Matteson or are of interest to or involve Matteson residents. Preference for these announcements will go to the Matteson local governmental news, Matteson Parks & Recreation and Matteson Public Library first.

### **Users**

Non-profit organizations and groups, schools and universities, and local government(s) that perform services in the Village of Matteson may utilize the Community Bulletin Board.

### **Message Content**

1. The Village of Matteson will only accept messages that promote an event or service rendered by a bona fide non-profit organization or individual(s) acting in behalf of a non-profit cause for community benefit. Any message that clearly promotes a product, service or event from which one person or a for-profit business stands to gain revenue or publicity, will not be accepted.
2. The Village of Matteson will not accept a message promoting the candidacy of one particular person or "ticket", nor will it accept a message which in and of itself promotes one particular side of a political or controversial issue. A non-partisan message that intends to promote the general health of a political debate will be accepted, as will an announcement of an event allowing public debate.
3. The Village of Matteson will accept public service announcements that are submitted for non-commercial public information purposes. Upon approval, the public service announcement will cablecast for approximately four (4) weeks. After four (4) weeks, the public service announcement must be resubmitted for cablecast.

### **Priority**

Messages for the Matteson local governmental news, Matteson Parks & Recreation and Matteson Public Library will be given first priority. Messages submitted by bona fide non-profit organizations or ad hoc non-profit groups that reside in the Village of Matteson will be given second priority. All other non-profit organizations will be aired on a first come, first served basis. Each non-profit organization will be given one screen (page) on the bulletin board.

### **Prohibited Uses**

The Community Bulletin Board WILL NOT cablecast the following:

- endorsements of any products or services
- solicitation of monetary donations or contributions
- endorsement of political candidates or ballot measures
- promotion of lottery information
- libelous, slanderous or illegal material
- obscene or indecent material

## **Submission of Requests**

1. A Community Bulletin Board Request Form must be completed for each entry or announcement.
2. Requested information must be typed or printed clearly on the request form.
3. The Village of Matteson should receive all requests at least two weeks prior to the date of the scheduled event or activity to allow time for processing.
4. Public service announcements that are submitted must be for non-commercial public information purposes and will be cablecast as space and time allows. Requests for public service announcements must be resubmitted monthly.
5. If for any reason an event or activity is cancelled, the Village of Matteson must be notified immediately.
6. The Village of Matteson reserves the right to accept or reject said requests based upon the Community Bulletin Board Guidelines.
7. Community Bulletin Board Request Forms are to be returned to:  
The Village of Matteson, Community Bulletin Board Request,  
4900 Village Commons, Matteson, IL 60443  
Phone: 708-283-4900; Fax: 708-748-2326  
E-Mail Address: [vomcatv4@villageofmatteson.org](mailto:vomcatv4@villageofmatteson.org)

# Village of Matteson Community Bulletin Board/Channel 4

*4900 Village Commons, Matteson, IL 60443  
Phone: (708) 283-4900 Fax: (708) 748-2326*

Please read Village of Matteson Community Bulletin Board Guidelines before completing. Text must be limited to a maximum of 65 words and should include specific date(s), time(s), and location(s).

1. Print this page
2. Type or clearly print all information
3. Sign form
4. Mail or fax to The Village of Matteson

**Message:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OPTION: Attached separate sheet (flyer, ad, memo, press release, etc.) may be submitted instead of completing the message section.

## Organization information:

Name of Organization: _____	
Services/Purpose: _____	
Physical Address: _____	
Mailing Address: _____	
Contact Name/Title: _____	Daytime Phone: _____
2 <sup>nd</sup> Contact Name/Title: _____	Daytime Phone: _____
Signature: _____	Date: _____