



Your Public Access Channel "Don't Just Watch TV, Make It!"

410 Roberts Street • Houston, Texas 77003
 713.524.7700 • hmstv.org • Office Hours: M-F: 9A-6P
 Equipment Hours: M-F: 1P-10P SA: 10A-10P SU: CLOSED

EVENT & PROGRAM PROMOTION FORM

Houston MediaSource provides the Houston public with a number of **FREE** ways to promote their non-commercial event, non-profit organization, or HMS television program. Non-Profit Organizations and Non-Commercial Individuals may submit their public service announcements (PSAs) to air on the Community Bulletin Board (CBB), a daily program for local, non-commercial announcements.

Guidelines for announcements:

- Houston MediaSource prohibits any reference to price for products or services, or any call to action. HMS cannot air commercial messages.
- HMS reserves the right to edit your message for cablecast.
- CBB must receive your PSA at least two (2) weeks prior to your event to be considered.
- CBB messages will air approximately twenty (20) times in a four week period.
- HMS cannot guarantee that all forms will receive airtime.

When will my announcement air?

- The CBB is updated weekly and airs at least three (3) times a day, 7 days a week.
- The CBB is seen on Comcast 17, TV Max 95, Sudden Link 99, Phonoscope 75, AT&T Uverse 99 and on the web at <http://www.hmstv.org/streaming.htm>

For more information about promoting on the Community Bulletin Board, please contact Robert Johns at 713.524.7700 ext 16 or email robertj@hmstv.org

Complete the following & return via fax 713.524.3823, email robertj@hmstv.org, or US postal mail to HMS-TV Event & Program Promotion, 410 Roberts St., Houston, TX 77003
You may submit one (1) accompanying image in JPEG (.jpg) format on a separate disk.
Any additional press materials may also be enclosed with announcement.

Name			Email		
Organization			Website		
Are you an active HMS Producer? YES NO PAST PRODUCER			Phone		
Name of Program or Event					
Date(s) of Event		Beginning Time		Ending Time	
Please use no more than 20 words to describe your program or event					