



**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](mailto:robertj@hmstv.org)

**Complete the following & return via fax 713.524.3823, email [robertj@hmstv.org](mailto: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 <b>no more than 20 words</b> to describe your program or event					