

# Event & Program Promotion Form

Art Openings  
lectures  
Galas & Parties  
Birthdays  
MEETINGS  
Plays  
Community Events  
concerts & shows

Houston MediaSource provides the Houston public with a number of ways to promote their event, organization, or HMS program and **they are all FREE!** Organizations and Individuals may submit their public service announcements (PSAs) to air on the Community Bulletin Board (CBB) a daily program for local, noncommercial announcements. Announcements may also be read live on the "PSA Dude," Houston MediaSource's own weekly events show. The PSA Dude is a 15-minute daily show that announces all kinds of fun, exciting things to do and see in Houston and the surrounding communities.

## Guidelines for announcements:

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

## When will my announcement air?

- The CBB is updated weekly and airs at 3 times a day, 7 days a week
- The PSA Dude airs Mon-Thurs at 5pm, Sat 12:30pm, and Sun at 1:30am.
- Both programs are seen on Time Warner 17, TV Max 95 and Kingwood 98.

For more information contact Steven LeFebvre at (713) 524-7700, ext. 17,  
or email [stevelf@houston-mediasource.org](mailto:stevelf@houston-mediasource.org)

**Submit form online at**  
[www.houston-mediasource.org](http://www.houston-mediasource.org)  
**Or complete the following & return**

**Via fax: (713) 524-3823**

**Or via US Mail:**

**Event & Program Promotion  
Houston MediaSource  
2302 Texas Avenue  
Houston, TX 77003**

You may submit one (1) accompanying photo in JPEG (.jpg) format on a separate disk. Any additional press materials may also be enclosed with announcement.

Your Name: \_\_\_\_\_

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

Are you an active HMS Producer?  Yes  No  Past Producer Phone #: \_\_\_\_\_

Name of Program or Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Please use **no more than 20 words** to describe your program or event:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I want my announcement on:  
(Check all that apply)**

Community Bulletin Board  The PSA Dude