

**UVC TV-19
MESSAGE BOARD AD REQUEST FORM**

Group of Agency Name: _____

Production/Event Being Promoted: _____

Today's Date: _____

Please provide UVC TV-19 with the pertinent information your agency/group/RSO would like to be placed on the ad. (Who, what, where, when, price, etc.)

WHO (Agency Name): _____

WHAT (Event Being Held): _____

WHEN: _____

WHERE: _____

PRICE OF ADMISSION: _____

**Please allow three (3) to five (5) days for UVC TV-19 to post this information on our running message board. Additional time may be necessary to post this ad. Signing this agreement states that the requestor acknowledges and accepts this fact.*

FOR OFFICE USE ONLY

Staff Member Accepting Form: _____

Staff Member Completing Form: _____

Date Completed: _____

Signature of Requestor: _____

Requestor's E-Mail Address: _____

Requestor's Phone Number: _____