



Portland Community Media
2766 NE Martin Luther King Jr. Blvd.
Portland, Oregon 97212
503-288-1515

Community Bulletin Board

Submission Guidelines and Application

Portland Community Media—Community Bulletin Board

The Community Bulletin Board (CBB) is a free, graphics and text based message service developed to assist non-profits and community groups connect with the Portland area viewing community. The CBB is perfect for announcing upcoming events and fundraisers, and for promoting not-for-profit community services.

We encourage you to use the CBB to promote your events. Some examples of events that can benefit from the CBB: recycling fairs, book clubs, nature preservation outings, non-profit fund-raisers, sports league enrollment, neighborhood association meetings, guest speakers, non-profit arts groups and so on. Volunteer Producers are also encouraged to promote their program replay schedules on the CBB.

CBB messages air on PCM cable channels 11, 22 and 23 and can reach up to 350,000 households in the greater Portland metro area. Messages will air throughout the day and evening between regularly scheduled programs.

Guidelines

Messages submitted for inclusion on the CBB must be non-commercial. Submissions that include commercial references (prices, requests for monetary donations, etc.) will be edited before posting on the CBB. If the message is too commercial and cannot be edited it will not be included on the CBB.

Messages should be concise. Messages that are too long will be edited to fit the television screen. Please include the following details within your CBB message:

- the name of the organization or group hosting the event,
- a brief description of the event,
- the date and time of the event,
- the location of the event,
- contact information so that viewers have a place to go for more information. Contact information should include an email or web site address and a phone number if available.

We can include your non-commercial digital images within your CBB message. We accept the following formats: gif, jpeg, tif or pdf. We can accept your images in one of the following ways: emailed as an attachment to your CBB submission, an Internet link where we can download them, or you can mail them to us on a CD.

We can accept CBB submissions through Email, fax, or regular mail. Please mail, fax or email your submissions to one of the following addresses:

Portland Community Media -OR- **Fax: 503-288-8173**
Attn: Community Bulletin Boards
2766 NE MLK Jr. Blvd
Portland, OR 97212 -OR- **Email: cbb@pcmtv.org**

Displaying Your Message

Your CBB message will be posted at least one week prior to the event date, and will run until the date of the event. If your message does not promote a specific event then your message will air for a period of approximately two weeks from the date it was posted on the CBB.

PCM cannot guarantee that your submission will be posted on the Community Bulletin Board. Messages are edited for commercial content and to fit the television screen. If you have any questions and/or need assistance please contact us at 503-288-1515 extension 150.



Community Bulletin Board Form

If you have any questions please contact us at cbb@pcmtv.org –or– 503-288-1515 ext. 150.
Fax your CBB request form to: 503-288-8173 Email your request to: cbb@pcmtv.org

Your Contact Information:

Please Print

Your Name: _____ Date: _____

Name of Your Organization: _____

We may have questions about your submission. *Please include your contact information, or the contact information for your organization (for PCM office use):*

Name: _____ Phone: _____

Email: _____ Web site: _____

Would you like to be added to our email list? YES NO

PCM provides additional services to non-profits and community based organizations.
For more information visit www.pcmtv.org and click on "Our Services."

Community Bulletin Board Message:

Please Print

Message Title: _____

Short description of the event or service (1-3 short sentences): _____

Date and time of event : _____

If there is no specific event time, please include your requested start date
(the message will air for approximately two weeks from the start date).

Location of the event: _____

Public Contact where viewers can find more information (phone number, email and/or web site):

Are graphics included with this message?

Email Attachment CD Web site: _____

Please include any special details or requests:

PCM will also accept a standard press release for inclusion on the CBB.
Please add cbb@pcmtv.org to your press release mailing list.