TOWN OF ORLEANS

19 SCHOOL ROAD ORLEANS MASSACHUSETTS 02653-3699
Telephone (508) 240-3700 – Fax (508) 240-3388
www.town.orleans.ma.us

Channel 18 Community Bulletin Board Announcement Form

Orleans' town departments, committees/boards and Orleans-based public service organizations are able to post information on the electronic bulletin board. Please complete this form and mail, Fax or e-mail it to:

Media Operations, Orleans Town Hall
19 School Road, Orleans, MA 02653
Fax Number: 508-240-3388
E-mail: sfreeman@town.orleans.ma.us

1. Messages must be received at least two working days prior to desired start date.
2. Keep complete words on the same line; do not hyphenate words at the end of a line.
3. Include the basics in your message: what, when and where. Provide a contact phone number in the message, if applicable.
4. Messages may not be longer than one page.
5. Anonymous messages will not be shown. All messages must be accompanied by the requester's name; this name does not have to appear in the message itself.

Name / Organization: _____ Today's Date: _____

Address: _____ Phone #: _____

This announcement should run from: ____/____/____ to ____/____/____.