VILLAGE TELEVISION MESSAGE BOARD

Page #	Actual ON	Actual OFF	OFF DATE:

Do not write above

Name of Organization: _____
Submitted by: _____ **Title:** _____
Manor #: _____ **Street:** _____ **Phone:** _____

With the increase in requests to use the Message Board, we request that all messages be submitted at least 10 days before the day of your event. Messages will appear on the Board approximately 4 to 7 days prior to the event depending on space available. ***Exceptions:*** An event which has a deadline date, such as catered affairs or bus transportation, will appear 4 to 7 days prior to the deadline date. *Please include the deadline date in your message.* Only Clubs & Organizations affiliated with Laguna Woods Village, Laguna Woods may utilize the Village Television Message Board. **Messages for over night trips (such as Las Vegas, Laughlin, etc.) will not be accepted.**

The day of your event or deadline is:

Instructions: The Message Board has **8 Lines** and **25 Characters** per Line. Every character and space takes up 1 space in the line. Please do not divide words unless you have a space for the hyphen (-).
Points to include: Name of Organization, Date, Time, Place, Cost and Phone Number

You may abbreviate the following words to save space:

Bldg. = Building	CH = Clubhouse	DR = Dining Room	Cl rm. = Class room
LW = Laguna Woods	11/12 = Nov. 12	Mtg. = Meeting	AM = Morning
PM = Afternoon/Evening	$10.00 = $10	& = And	+ = Plus

All forms **MUST** be signed and dated.
Forms submitted without a signature or date will **NOT** be accepted.

Date submitted: _____ Signature: _____