



BOROUGH OF
ROSELAND
THE GEM OF ESSEX COUNTY

973-226-8080 | 140 Eagle Rock Avenue, Roseland, NJ 07068

Roseland Television Bulletin Board Posting Request Form

Fill out this form to add your meeting or event to Roseland's public access television station bulletin board. You must be a Roseland non-profit or a non-profit entity that is holding an event in Roseland to submit the form.

Applicant Information

Name of Organization: _____ Today's Date: _____

Organization Address: _____
Street Address

City _____ State _____ Zip Code _____

Contact Person Phone: _____ Contact Person Email: _____

Contact Person Name: _____

I/we accept full responsibility for the bulletin board message submitted for broadcasting on the television Bulletin Board of the Borough of Roseland, NJ. I, individually and on behalf of the Organization listed above, hereby agree to indemnify and hold harmless Operator and its partners, affiliates, officers, directors, employees, and agents from and against liability, damages, and expenses (including legal fees) arising out of any and all claims incurred as a result of broadcasting this bulletin. I/we acknowledge that Operator shall not be liable to me/us for any failure of Operator to broadcast this bulletin as scheduled, whether because of the breakdown of equipment or any other reason.

Do you agree to the terms and conditions? Yes _____ No _____

Event Information

In filling out the rest of the form below with the applicable information, I agree to the following: For editing purposes, Roseland Borough reserves the right to make changes, deletions, corrections, or additions as necessary in order to maintain reasonable standards of clarity and good taste. Forms should be submitted at least three (3) weeks prior to the date you want the message to begin airing/being shared to allow one (1) week for the request to be processed and then to provide approximately two (2) weeks of airtime for your request. The maximum airtime shall be two (2) weeks. Messages may be shortened for space and content.

Do you agree to the terms and conditions? Yes _____ No _____

Date of the Event: _____ Time of the Event: _____:_____ AM PM

Type of Event: _____

Event Contact Person (if different than person filling out request): _____

Event Contact Person Phone Number (if different than one in the request): _____

Event Contact Email (if different than one in the request): _____



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Address of the Event: _____

Include on Roseland's Local Events Calendar? (if approved) YES NO

Include in Roseland's weekly Borough Newsletter? (if approved) YES NO

Would you like to receive an email notifying you that the bulletin board message you requested was posted or rejected? A message would be sent to the Contact Person Email that was provided. YES NO

Additional Information

Date to begin airing on Roseland TV: _____ Date to stop airing on Roseland TV: _____

Do you have any additional information that should be included? i.e. Ticket prices? Website link? Special Instructions?

If you have any images you want to include on your slide and/or you want to send in an already made slide for the bulletin board, **please submit instead via the online form found on the Borough website, www.roselandnj.org.**

All files submitted must be in .jpg format, smaller than 10 MB, and already made bulletin board message slides must be 900x600 dpi.

Disclaimer and Signature

I certify that my Bulletin Board Request Form responses are true and complete to the best of my knowledge.

Signature: _____ Date: _____

Submit this form by doing one of the following:

- Drop off at Roseland Borough Hall for the Communications Analyst
- Mail form to the *Borough of Roseland, NJ, ATTN: Communications Analyst, 140 Eagle Rock Avenue, Roseland, NJ 07068*