



VILLAGE OF BARRINGTON

Channel 4 and Website Advertising Application

1. Name of Organization: _____

2. Name of Event: _____

3. Date(s) of Event: _____

4. Contact Person: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

5. Announcement Date Request: Start Date: _____ End Date: _____

6. Proposed Text of Announcement: _____

7. Electronic Graphics Submitted: Y N

Please forward this application along with any artwork, logo, or information pertaining to the event to vobvm@barrington-il.gov. Once the information is received, allow 4-days for posting of the information to Channel 4. ***For quicker response time***, the following should be submitted electronically: one or two PowerPoint slides, landscaped (8 ½ x 11), with 1/2" margin around the edge, with a minimum font size of 32. The best way to design a slide is to remember that it needs to be viewed on television – and needs to be simple and clear for best public viewing.

The Village of Barrington is responsible for determining if or when content may be posted on Channel 4 and the website. Please be aware that we may edit received content and may preempt submitted content for important Village announcements.

Signature

Date

Print Name