



# *South Portland Community Television*

P.O. Box 9422, 25 Cottage Road, South Portland, Maine 04106  
Ph: 767-7615 Fax: 767-7620 e-mail [spctv@southportland.org](mailto:spctv@southportland.org)

## **GUIDELINES FOR SUBMITTING ANNOUNCEMENTS**

1. Messages of community interest from non-profit organizations and official announcements will be accepted for showing on SPC-TV if they are sent at least 3 weeks prior to the event to SPC-TV, P.O. Box 9422, South Portland, Maine 04116 or [spctv@southportland.org](mailto:spctv@southportland.org).
2. Announcements must be less than 30 words per slide and must not contain the following:
  - Lottery, or information about a lottery, gift enterprises or similar schemes.
  - Any solicitation of funds or advertising designed to promote the sale of commercial products or services.
  - Any material that violates Town, State, or Federal laws including, but not limited to those relating to sedition, defamation, slander, libel, invasion of privacy, trademark or copyright.
  - Announcements of a political nature that urge viewers to support a particular point of view **except** if they are provided by a legitimate non-profit entity, currently elected official, or political candidate for office and are accompanied by a signed request . In addition, the sponsor's name or organization must appear on the announcement.
  - Obscenity as defined by community standards.
3. Announcements must include the following information:
  - Name of the organization that is submitting the message.
  - Contact info For More Information displayed on the message
  - Time, Place and Date of the event along with any fee that may be charged.
4. South Portland Public Access will make every effort to post your message in a timely manner, however we make no guarantees. Follow the guidelines below for creating slides in TV format.
5. Message display duration shall be of sufficient time to read in a normal manner, and will be determined by SPC-TV.
6. Interpretation of these rules shall be at the discretion of SPC-TV staff, however an appeal of said decision may be made to the CATV Regulatory Board, whose decision shall be final.
7. TV format is defined as a .jpg slide (picture) in landscape mode which can be accomplished by doing a "save as" from PowerPoint® or similar program and picking the .jpg option under "other" in the pop-up window.
8. Font Size of 24 or greater is best for easy reading. Keep it simple, remember the 5 "w"s of journalism, who, what, when, where, and why. High contrast colors, black font on white background would be the highest contrast, any dark color letter on a lighter background is fine or simply do the reverse. Logo's are acceptable but remember not to hide any of your important graphics beneath the text or vice versa.
9. We will accept up to 10 slides and will run them free of charge for non-profit organizations that serve our community or a "for profit" commercial organization that is working with city departments to raise money for a charitable purpose.