## **Channel 13 Policy**

## For Posting Ads on Channel 13 Slide Show (Ads which we will post on Channel 13)

Programming of an emergency nature which would involve public safety or health matters.

Programming on or about meetings of policy making bodies, City Council, Boards, Commissions, and regulatory bodies of City Government.

Programming concerning, various departments of City Government and their services.

Programming produced by outside sources that are relevant to City government and meets broadcast quality standards.

Programming produced by City Channel 13 or outside sources which is relevant to City government services.

Programming for school system events.

Programming that is held on city owned properties.

## Procedure for posting ads

Ads posted on channel 13 are created using Microsoft Power Point. We prefer that material submitted to us was in a .ppt file (PowerPoint).

Slides cycle every 15 seconds. This limits how much information the viewer can absorb. Keep your advertisement short and only put in the most important information (who, what, when, phone numbers, location).

If you can't submit your advertisement using PowerPoint, we can make the PowerPoint slide for you. In the case you can't create your own PowerPoint slide, submit to us the information and only the information you want posted on your slide.

## Example:

Free Fans for Senior Citizens Sponsored by Thomasville City Senior Services Service available between June 1 and August 30 Please Contact Joe Smith at 555-555-5555 for details Senior Service Center open from 9 am to 5 pm Location 200 Boardwalk Avenue

Advertisements submitted to us in other forms may not be used. Advertisements should be emailed to us.

james.ralston@thomasville-nc.gov If you have any questions call 336-475-5521 Channel 13 will post new slides every Monday and Thursday.