



# TOWN OF ORLEANS

19 SCHOOL ROAD ORLEANS MASSACHUSETTS 02653-3699

Telephone (508) 240-3700 – Fax (508) 240-3388

www.town.orleans.ma.us

## Channel 18 Community Bulletin Board Announcement Form

Orleans' town departments, committees/boards and Orleans-based public service organizations are able to post information on the electronic bulletin board. Please complete this form and mail, Fax or e-mail it to:

Media Operations, Orleans Town Hall  
19 School Road, Orleans, MA 02653  
Fax Number: 508-240-3388  
E-mail: [seaton@town.orleans.ma.us](mailto:seaton@town.orleans.ma.us)

1. Messages must be received at least one week prior to start date.
2. Include the basics in your message: what, when and where. Provide a contact phone number in the message, if applicable.
3. Messages may not be longer than one page.
4. Anonymous messages will not be shown. All messages must be accompanied by the requester's name; this name does not have to appear in the message itself.

Name / Organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

This announcement should run from: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

TITLE: \_\_\_\_\_

MESSAGE: \_\_\_\_\_

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