

# Channel 191 Request Form and Use Policy



## **City of Riverton**

816 N. Federal Blvd.  
Riverton, WY 82501  
PH 307.856.2227  
FX 307.856.8270

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

START AIR DATE: \_\_\_\_\_ END AIR DATE: \_\_\_\_\_

Channel 191 advertising services are provided as a courtesy to the Citizens of Riverton, jointly by the City of Riverton and Charter Communications.

### **PLEASE READ THE FOLLOWING CRITERIA FOR PLACING ADVERTISEMENTS ON CHANNEL 191 AND SIGN BELOW:**

- All advertisements must be submitted in PowerPoint Slide format.
- To ensure readability, message may contain no more than 15 lines of 24 point font.
- Static logos, pictures and clip-art may be included, but not video clips etc.
- Only one advertisement may be aired per organization or sponsor at any given time.
- Only organizations within the City of Riverton may request an advertisement on Channel 191.
- Advertisement content must be deemed “for the good of the general public.”
- Content must be deemed “not offensive.”
- Message must *not* be deemed “Political” in nature, a “Campaign” or “For-Profit” Advertisement.
- Sponsoring agency must hold Non-Profit status within the State of Wyoming.
- Requests must be e-mailed to: [channel11@rivertonwy.gov](mailto:channel11@rivertonwy.gov), and reference the name and organization noted at the top of this form.
- This *Request Form and Use Policy* may be submitted in person, faxed or mailed to the City of Riverton using the number or address noted above, and should reference **ATTN: Channel 191**.

The City of Riverton is not responsible for the content of advertisements placed on this station. Any opinions, findings, and conclusions or recommendations expressed in the material are those of the author(s) and do not necessarily reflect the views of the City of Riverton or its employees.

“EXCELLENCE IN SERVICE TO THE RENDEZVOUS CITY”

(Revised October 16, 2014)

All advertising provided is done so at the sole discretion of the City of Riverton. Please stop by City Hall for the official **Request Form and Use Policy**. If you have questions or concerns, please contact City Hall at 856-2227.

The undersigned applicant has read and agrees to the criteria as set forth by the City of Riverton:

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Non-Profit ID #)

*Area below line for internal use only*

.....  
Request for Channel 11 advertisement was:  APPROVED  DENIED

If denied, please provide reason: \_\_\_\_\_

\_\_\_\_\_  
Applicant was notified via:  E-MAIL  PHONE  IN PERSON  OTHER \_

Applicant was **not** notified:

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

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