JACKSON MUNICIPAL CABLE TV SYSTEM

Announcement/Message Request
(no cost)

One letter/number per box

Date Start: _____

Date Stop: _____
(can be displayed for a maximum of 2 weeks)

When complete, turn in to City Hall by:
1. Drop off at: 80 West Ashley Street
2. Fax to: (507) 847-5586; ***or***
3. email to: utilities@cityofjacksonmn.com

Organization: _____

I/we, the undersigned, am/are responsible for the contents of the message and have read and understand the Guidelines.

Authorized Signature: _____

Contact Phone # _____

Would you like this included on the City's Facebook page?
☐ Yes ☐ No

Guidelines for Jackson Cable Channel 24 Announcements/Messages

- The submission of the announcement to be aired must come from a Jackson resident or community organization. The organization must have a phone prefix of 847, 849 or, 924.
- The announcement must be submitted at least two (2) working days in advance of airing.
- Sponsor listed must be a non-profit entity. (A business name may be used.)
- Messages rejected may be appealed to the Utility Commission (which meets the last Monday of the month) for their consideration.
- The announcement informing of an event/meeting must be a benefit to the community of Jackson.
- The form must be signed acknowledging responsibility for message's content and that the Guidelines have been read and understood.