

Borough of Carteret

OIT - Office of Information Technology

CBTv36 - Event Announcement Request Form

Instructions: To place an Announcement of Event(s) on the Carteret Bulletin Board - Tv36, an Organization must be Non-Profit and within the Borough of Carteret. Event Announcements must be submitted on this form with the following information filled-in:

- **Who** – Name of **Organization** running the Event
- **What** – Name of **Event**
- **When** – Event Announcement **Date and Time**
- **Where** – **Location** of Event

Announcements must be received by our office three weeks prior to the Event Announcement Date. This form can be obtained from the Carteret Web Site (www.carteret.net), under Departments / OIT.

Submit Event Announcements to:

Mayor's Office

61 Cooke Avenue
Carteret, NJ 07008

Attention: Tv36 / Jack Fazekas

Or eMail to: Tv36@Carteret.net

Carteret Bulletin Board

Who: _____
50 characters maximum per line

What: _____

When: _____

Where: _____

Additional Information (Optional): _____
50 characters maximum per line

Contact Information (Optional): _____
Phone number to obtain information of Event

Department Use Only: Date Received: ____/____/____