

**Wayne County Educational Cable Channel 15
Submittal Form**

Cable channel 15 was established to give the 11 Wayne County School Districts the capability of communicating school related information and activities to the community. Approved information is added and published*. The following process must be followed in order for you to acquire approval for submitting your school related information or activity for publishing. All information submitted must be accurate, proofread and in electronic format (MS Word Document). Please try to keep your information direct, to the point and 1 or 2 screens in length. View channel 15 for examples of how information is displayed on a TV, also see attached sample.

Please complete this form and submit it and a hard (paper) copy of the information you want to broadcast to your building principal for approval. Upon approval, send the information in electronic format (MS Word Document) to the Technology Coordinator in the High School.

Name of individual, group or club _____ Date _____

Building _____ Signature _____

Date(s) this information should air on Cable Channel 15.

Start date _____ End date _____

++ A hard (paper) copy of your finished request needs to be attached to this form. (Required)

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| <u>Approved</u> | <u>Signature</u> | <u>Date</u> |
|------------------------|------------------|-------------|
| Building Principal | _____ | _____ |
| Technology Coordinator | _____ | _____ |

* Every opportunity will be made to publish new information to Channel 15 at least once a week.