



200 West Booneslick

Warrenton, MO 63383

Phone: 636-456-3535 Fax: 636-456-1336

[www.warrenton-mo.org](http://www.warrenton-mo.org)

### Request to Air Information on Channel 993

As stated in the Local Access Channel Items Policy “camera-ready” informational material can be aired on Channel 993 for not-for-profit entities with the approval of the City Clerk. **Proof of organization’s non-profit status must be submitted with the request.** Items to be aired can not include advertising or sponsoring by for-profit businesses. For items listing special events and functions, an end date must be included with the request” The event/function must be held within Warren County to be eligible for airing.

The information submitted will be inserted/deleted onto Channel 993 every Friday.

**Name of Not-for-Profit Organization:** \_\_\_\_\_

**Type of Organization:** \_\_\_\_\_

**Describe the Event, Function, or Information being aired:** \_\_\_\_\_

**Contact Person’s Name and Phone Number:** \_\_\_\_\_

#### **TIMELINE FOR AIRING INFORMATIONAL MATERIAL:**

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

PLEASE NOTE: Maximum run time for each request will be six (6) months after which a new “Request to Air information on Channel 993” must be submitted.

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**OFFICE USE ONLY:**

**Date:** approved \_\_\_\_\_ denied \_\_\_\_\_ **by City Clerk:** \_\_\_\_\_ **Date aired on 993:** \_\_\_\_\_

**Reason for denial:** \_\_\_\_\_