

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 / Laurent Mevs
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: ____/____/____