



Community Television of Santa Cruz County  
 816 Pacific Avenue, Santa Cruz, CA 95060  
 831 425-8848

## **PSA INFORMATION FORM**

### **YOUR CONTACT INFORMATION:**

*How our staff can reach your designated representative (your personal contact info will not be publicized):*

**Contact Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**ON-SCREEN TEXT INFORMATION:** *This is the information you would like to have appear ON SCREEN during your PSA.*

**Name of Representative (optional):** \_\_\_\_\_

**Title (optional):** \_\_\_\_\_

**Program/Organization:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Event or Cause:** \_\_\_\_\_

*Note: If you would like a full screen graphic about your event, please attach another page with this information. Do not exceed 12 words plus a web site and phone number.*

*There is a \$25 fee for Studio PSAs for Non- Organizational Members*

**CTV Non-Profit Organizational Member?**  YES  NO

**Paid Amount \$** \_\_\_\_\_ **Receipt #** \_\_\_\_\_ **Init:** \_\_\_\_\_

**To be billed**

**Billing Address:** \_\_\_\_\_

**City,** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Attention** \_\_\_\_\_

### **ONE WEEK BEFORE TAPING DATE**

- 1. Check in: Submit completed script and on-screen text information**
- 2. E-mail logo: Check with us regarding format**
- 3. Inform us of any special requests (such as extra guests, banners, etc)**

### **LOCATION AND PARKING**

*We are located at 816 Pacific Avenue in downtown Santa Cruz, between Laurel and Maple Streets, about a 1/2 block south of the Metro Bus Station. There are 3-hour public parking lots on Front Street, one block east of Pacific (one on each corner of Front and Laurel streets, and another a block further north on Front Street). There is also a small 3-hour parking lot on Pacific next to the metro bus station. Other street parking nearby is metered.*

### **PSA DAY CONTACT INFORMATION**

**Producer:** Joyce Anderson

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**Director:** Keith Gudger

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**CTV Executive Director:** Mary Ann Thyken

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*For CTV Use Only*

**DATE and TIME OF TAPING:** \_\_\_\_\_