



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

PSA INFORMATION FORM & SCRIPT

Fee: \$25 dollars per spot

Date: _____

YOUR CONTACT INFORMATION:

Contact Name: _____

Phone Number: _____ E-mail _____

SCRIPT FOR TELEPROMPTER & ON-SCREEN INFORMATION

The Script information should take no more than 1 minute to read!

(Your script should answer the following questions: Who are you? What do you do? Where is event? When? Why are you having the event?)

Name of Person on Camera: _____

Title: _____

Name of Organization: _____

Name of Event: _____

Reason for Event: _____

Event Location: _____

Date and Time of Event: _____

Phone Number: _____ Website: _____

DATE & TIME OF TAPING ASSIGNED to YOU!: _____

ONE WEEK BEFORE TAPING DATE

1. Check in: Submit completed script and on-screen text information and logo to Keith Gudger. Check with Keith regarding format.
2. 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.

PSA DAY CONTACT INFORMATION

Producer: Joyce Anderson

E-mail: joyceproductions@aol.com Phone: 831 454-0715 Fax 831 423-7641

Director: Keith Gudger

E-mail: keith@sploids.com Phone: 831 476-8938

CTV Executive Director: Mary Ann Thyken

E-mail: m.thyken@communitytv.org Phone 831 425-8848 x28

There is a \$25 fee for Studio PSAs

To be billed Paid Amount \$ _____ Receipt # _____ Init: _____

Billing Address: _____