



## **PUBLIC SERVICE ANNOUNCEMENT FORMAT**

The procedure for requesting the airing of public service announcements for non-profit organizations on Comcast Cable Communications, Inc. in the Michigan Region is as follows:

1. Information for an event, which has a specific date, must be submitted to Comcast four (4) weeks prior to the event. Other material with no “end” date such as organizations requesting participation in research, surveys, and high schools searching for class members run for thirty (30) days. After this time, the material must be resubmitted.
2. Write the PSA exactly as it is to appear on the screen in the following format.
  - a. Maximum of eight (8) lines of information
  - b. Maximum of thirty-two (32) characters per line (including letters, spaces, and all punctuation marks)
3. Include your organization’s federally filed non-profit, tax-exempt identification number. This number is not necessary for school reunions.
4. Mail to: Comcast Cable Communications, Inc.  
Public Access Department  
27800 Franklin Road  
Southfield, MI 48034

Or fax to: Public Access Department  
(248) 359-6750

Comcast attempts to air as many public service announcements as possible, but cannot accommodate every request.

In the event your PSA has not aired within three (3) weeks of the date submitted, the request must then be resubmitted in the above format.



Public Service Announcements  
Comcast Cable Communications, Inc.  
27800 Franklin Road  
Southfield, MI 48034

(248) 359-6750 Fax

**THIS FORM MUST BE FILLED OUT COMPLETELY. PLEASE PRINT**  
Maximum of 8 lines and 32 characters which includes spacing, punctuation, numbers, etc.

Contact Person: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_

REQUEST MUST BE NON-PROFIT OR REQUEST WILL NOT BE AIRED.

**REQUIREMENTS**

- 1. Three weeks advance notice for all requests.
- 2. No guarantee of announcement airing due to limited space.
- 3. Operator will choose colors at random.
- 4. Maximum airtime – 30 days.

**OFFICE USE ONLY**

Operator: \_\_\_\_\_ Date Received: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ PSA#: \_\_\_\_\_