



**Newington Community Television**

131 Cedar Street

Newington, CT 06111

Voice: 860-667-5814 • Fax: 860-667-5819

<http://www.nctv.org> nctv@nctv.org

**REQUEST FOR COMMUNITY CALENDAR LISTING**

Thank you for your interest in listing your event on Newington Community Television. Please complete this form and send it to us via our email, fax it to us, or mail it to our physical address. You can also drop it off in the mailbox at the studio door.

We ask that requests be in THREE WEEKS prior to your event. Your request will be put in as space is available. We appreciate your cooperation.

**Name of group/organization:** \_\_\_\_\_

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

**Contact Phone: (Home)** \_\_\_\_\_ **(Work)** \_\_\_\_\_ **(Cell)** \_\_\_\_\_

**Email address:** \_\_\_\_\_

Please write out your listing in full below, include *What* is the event; *When* it is held – date and time – *Where* it will be held. Please only send the basic information of our event, up to 7 lines, 4 or 5 words per line. Artwork should be emailed to nctv@nctv.org.

Readability constraints on-screen may require us to edit for length


**If you have any questions, please leave a message at the studio at 860-667-5814**

**or email us at nctv@nctv.org**