

AMERICAN FORCES NETWORK

Television Billboard/Radio reader Request Form

The following guidelines must be followed for requests to be considered.
Broadcasting of information is not guaranteed. All requests are subject to AFN approval.

1. DO NOT SEND COVER LETTERS, FLYERS, PAMPHLETS, LETTERS, COVER LETTERS OR ATTACHMENTS DESCRIBING YOUR EVENT.
2. Requests submitted must be clear and concise and written on a properly completed form to be considered for broadcast. Abbreviations may be used, but they must be spelled out as well.
3. Give us the basics: WHAT it is, WHERE it's at, and WHEN it's happening. Also include public contact information. Generally, we have about 30 seconds to explain your event. The idea is to get people to contact YOU for more information. On average, we receive 70 to 100 requests a week so please be clear and keep it simple. We start advertising your information TWO WEEKS from the date of your event. If you give us multiple events to advertise, we'll pick the earliest date. If your information is confusing, we reserve the right to simplify it.
4. **Send form to AFN by fax or mail.**

Fax number: 645-7724

Mailing address: AFN Okinawa (Attn: Continuity)
Det 11, AFNEWS, Unit 5154
APO AP 96368-5154

For more information, contact the AFN TV Operations Department 645-2910

WHAT is your event? Give us a title. Try to use as few words as possible (3-5).

WHAT is the name of your organization? (MCCS--18th Services--etc.)

WHAT IS YOUR EVENT ABOUT? Try to tell us in 12 words or less.

WHEN is your event? Day, Date and Time:

WHERE is it?

WHO can attend your event? Example: Open to all SOFA status

Is there a registration deadline?

Is there a fee?

CONTACT INFORMATION: We prefer some kind of public phone number