

City of Urbana  
POLICIES & PROCEDURES  
Administrative Regulation 50  
Local Access Channel  
Appendix 1—Procedure to Submit Bulletin Board  
Messages

Effective Date: September 1, 2009  
Revised Date:  
Issuing Authority: Bruce Evilsizor, Director of Administration

Bulletin Board messages must be submitted in a Microsoft Powerpoint file containing only one slide (see exception below). The number of slides per announcement should be kept to a minimum (1 – 3 slides). PPT files may be emailed to [urbanaoh@ctcn.net](mailto:urbanaoh@ctcn.net) (this is the preferred method of submittal).

Bulletin Board messages must be submitted to the LAC Coordinator at least 3 business days prior to the intended insertion date except for special public announcements (such as ball field closings).

Submitted Bulletin Board messages will be broadcast for up to thirty (30) days.

If the submitter has no means to create a Powerpoint slide, the LAC Coordinator can make a text-only slide for \$10. If there is a print-out with graphics or a jpg file that should be made into a slide, the fee is \$25. The information must be emailed to [urbanaoh@ctcn.net](mailto:urbanaoh@ctcn.net) or brought to the Urbana Finance office. Allow five business days for the slide to be created and put on the LAC.

If needed, the Champaign County Library has the PowerPoint software and USB ports on many of the computers available for the library patrons—this community resource is available and may help some in preparing their Bulletin Board messages.