

KPFA TRAFFIC DEPARTMENT REQUEST (CART) SHEET

Use this form to request the following type of announcement:

CARTS/PSAS/PPAS LIVE READ SCRIPTS COMMUNITY CALENDAR

Submit this form via Fax: (510) 848-5776 Email: traffic@kpfa.org Web: <http://kpfa.org/psa>
 Mail: KPFA, Traffic Department Box 10, 1929 Martin Luther King Jr Way, Berkeley, CA 94704

Forms are processed on a first come, first served basis. Forms received less than 21 days in advance may not be processed. Carts are produced as a public service to the communities that we serve and are by no means to be considered mandatory. Organizations are limited to one community calendar or public service announcement per month. Nonprofit organizations must submit proof of tax-exempt status if requested by the traffic department. Complete all sections and attach additional sheets if necessary.

1 WHAT TYPE OF CART/ANNOUNCEMENT IS THIS? (check one):
 PSA PPA CALENDAR OTHER.

2 LIST DAY(S), DATE(S) AND TIME(S) OF THE EVENT OR KPFA SHOW/PREEMPTION:

3 LIST VENUE, ADDRESS, CITY, TELEPHONE, WEBSITE AND EVENT CONTACT ... OR KPFA HOST, PROGRAMMER OR DEPARTMENT HEAD CONTACT INFORMATION

Is this event wheelchair accessible? Y N Is this a one-time special? Y N
Event flyer must be attached or include a brief summary of the event/show on reverse of this form.

4 WHO ARE YOU? OTHER, PLEASE INDICATE BELOW:
 ORGANIZATION KPFA STAFF

YOUR CONTACT INFORMATION – NAME, ADDRESS, TELEPHONE AND EMAIL ADDRESS

Above line must be completed. List the best method and times to reach you. If we are unable to contact you with any additional questions we might have, your announcement will NOT air.

5 ARE YOU COLLECTING FUNDS AT THIS EVENT? YES NO

6 LIST BELOW THE NAME, ADDRESS AND CONTACT OF EACH ORGANIZATION OR BUSINESS COLLECTING FUNDS AT THE EVENT. INDICATE IF THE BENEFITTING GROUP IS A TAX-EXEMPT 501 (C)3 ORGANIZATION ACCORDING TO IRS TAX CODE

Contact Name	Organization Address	Business Phone	Contact Email
1.			501 (c) 3
2.			Y N
3.			Y N

List any additional benefiting organizations and their tax-exempt status on the back of this form.

7 IS THIS A KPFA BENEFIT? Y N If yes, how does KPFA benefit from co-sponsoring?

Attach your event flyer and script to this form. If approved, your announcement will air 1-3 times daily on KPFA and will appear on the KPFA website. Any questions regarding carts and public service announcements can be directed to the KPFA Traffic Director or Program Director. Contact information is listed at the top of this form.

FOR OFFICE USE ONLY

Today's Date	ID #	Type	Announcement Title	Start Date	End Date	Announce Length
Cart Types: LIVE, PPA, PSA, MA Cart #s: Wk 1 11## Wk 2 12## Wk 3 13## Wk 4 14## MAS/PPAS 10## Live Read 3### rev 10/26/2005						