

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.
4. On average, we receive 70 to 100 requests a week so please be clear and keep it simple. **All requests for publicity must be received by AFN at least TWO WEEKS before the event to ensure proper processing.** We start advertising your information **ONE WEEK** 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.
5. **Send form to AFN via email.**

Email: AFNRadio@kadena.af.mil. Subject: Publicity Request

For more information, contact the AFN Radio Department 645-7118

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