

# TamarFM Free Community Event Announcements Guidelines

We will be delighted to announce your community event, but please note the following:

*Announcements are:*

- *strictly for non-profit organisations and for community events*
- *for 3 months, but can be renewed upon request.*

To give your event the best chance of being heard by our audience, please take the time to write out exactly what you would like to be announced. Imagine YOU are the announcer - what would you like our listeners to hear about your event? Simply providing a brochure is not adequate.

All announcements must be in **typed** form and include the information in the checklist below.

*Please give us 2 weeks notice prior to the event. where possible.*

## **Hints:**

1. Ongoing announcements should be updated regularly (every couple of months) to avoid becoming stale.
2. Use words like "They" and "Their" instead of "We" and "Our" – the announcer reading it is not part of your organisation!
3. Write the announcement exactly as you want people to hear it. If the announcer has to interpret it, they may get it wrong.
4. Don't assume that the announcer or the listeners know anything about you, what you do, or your venue. The announcement must have ALL the necessary information.

**Checklist: Please ensure you have included all the following information in your announcement. Incomplete announcements may not be read out.**

<b>Event Name:</b>
Venue Name (eg building/oval name):
Venue Street Number and Name:
Venue Suburb Name:
Start Date: (UNLESS ongoing activity)
End Date: If ongoing, must be renewed each 3 months.
Start time:
End Time:
Contact Person:
Contact Details – phone/email/webpage:

Completed community announcements may be forwarded by email to [tamarfminc@bigpond.com](mailto:tamarfminc@bigpond.com) or may left at the TamarFM office which is located next to the Graham Fairless Centre, Macquarie Street, George Town.