



**CITY OF ELMHURST**  
**209 NORTH YORK STREET**  
**ELMHURST, ILLINOIS 60126-2759**  
(630) 530-3000  
www.elmhurst.org

**STEVEN M. MORLEY**  
MAYOR  
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CITY CLERK  
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CITY TREASURER  
**JAMES A. GRABOWSKI**  
CITY MANAGER

POLICY MEMORANDUM

**SUBJECT:** ElmhurstTV Public Programming Policy  
**Dept:** City Manager's Office  
**Date:** January 1, 2020

**ElmhurstTV**

**Purpose**

Government access channel, ElmhurstTV provides residents of Elmhurst with information about their government, community and quality of life. ElmhurstTV is available to Comcast Channel 6 and AT&T U-verse Channel 99. City Council meetings, information about governmental services and public information programming are broadcasted. A complete ElmhurstTV Program Guide is available each month.

ElmhurstTV is not intended for use as a public forum by any individual group, or as a mechanism for building exclusive support for a particular person or issue. Advertising is not accepted by for-profit businesses or organizations.

Community events sponsored by local organizations can be submitted to run whenever there is no planned programming. All submissions will be approved by the City of Elmhurst.

In addition, community events sponsored by local non-for-profit organizations can be listed on the bulletin board message system that scrolls on the government access channel whenever there is no planned programming.

**Responsibility**

The City's Communication Manager will act as the administrator for ElmhurstTV. The following employees shall have access to the software to schedule, monitor and control ElmhurstTV:

- Communication Manager
- Communications Specialist
- IT Director
- 3<sup>rd</sup> Party Contractor



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**To submit a program to broadcast on ElmhurstTV:** Please complete the [ElmhurstTV Broadcast Request Form](#). A submission is not a guarantee that the program will be broadcasted on ElmhurstTV. A representative from the City of Elmhurst will contact the applicant if the program does not qualify to be displayed. Submission must be received 6 weeks prior to requested broadcast date.

**To submit a bulletin message to be played on ElmhurstTV:** Please complete the following [ElmhurstTV Bulletin Message Request Form](#) at least 6 weeks prior to an event. A submission is not a guarantee that the message will be played on ElmhurstTV. A representative from the City of Elmhurst will contact the applicant if the message does not qualify to be displayed.

**Requesting programming services from the City of Elmhurst’s public programming station, ElmhurstTV:**

Non-profit, community-based groups may request programming services from ElmhurstTV. A camera crew managed by the City’s Communications Manager is available to perform a limited amount of programming services.

All requests for production services will be directed to the Communications Manager for evaluation. Requests for production services must fulfill this City of Elmhurst Policy regarding Public Programming. A representative from the City of Elmhurst will contact the applicant if the request for programming services is unable to be fulfilled based on the resources available. All programming produced by ElmhurstTV is copyrighted by the City of Elmhurst, and all rights are reserved.

All requests for Public Programming Services must be submitted at least 3 months prior to the requested production date. To apply, please complete the following [Request Form for ElmhurstTV Programming Services](#).