



Submission Form for LED Board Content

For the latest version of this document, go to <http://www.myfountainsquare.com/video/submit>.

Please complete a form for each piece of content submitted.

Contact Name:

Contact Phone:

Contact Email:

Company Name (if applicable):

Company Category: For Profit Non-Profit Government Civic Organization Creative & Performing Arts Sports Entertainment Tourist Attraction Other

If Other, please describe:

Title:

Content Producer:

Content Category: Promotion for Fountain Square Event Part of a Fountain Square Event
Promotion Entertainment Education Message Personal Message

Content Description:

File Type: Image Flash Video

If Flash or video, please answer the following:

Audio: Yes No

Length (run-time):

Ideally content ends on the minute or half-minute (e.g., 1 m, 4 m 30 s, etc.)

If video, please answer the following:

Format: AVI MOV MPG WMV

MOV is the preferred format

Compression: DivX H.264 MPEG-2 MPEG-4 Sorenson 3

MPEG-2 is the preferred format

Requested Start Date:

Requested Start Time (personal messages only):

Kill Date (if applicable):

Comments:



Delivery

Please follow the Technical Guidelines for LED Board Content to ensure your content is formatted properly. The guidelines can be found at <http://www.myfountainsquare.com/video/submit>.

Email content up to 5MB to led@myfountainsquare.com with "Attention: FS LED Board" in the subject line. Anything over 5MB should be provided as a DIGITAL FILE on CD or DVD and mailed to Fountain Square Management Group, Attention: FS LED Board, 1014 Vine Street, #1420, Cincinnati, OH 45202 or hand delivered Monday through Friday between 9 A.M. and 5 P.M. (excluding national holidays).

IMPORTANT!

You will be notified if your content has been accepted or rejected within 10 business days. Acceptance of content is at the sole discretion of Fountain Square Management Group. Please do not contact Fountain Square Management Group in regards to when you content will air or if your content has aired. CDs or DVDs used to submit content will not be returned.

Signature

My signature below indicates I hold the copyright for or have permission to publicly broadcast the content submitted.

Signature

Date

Personal Messages

Personal Messages are \$50 and air for one minute. You will be contacted to confirm date and time. Please note that events on the Square may make it impossible to air your personal message at the requested date and/or time.

Visa, Master Card or American Express

Credit Card Number: _____

Expiration Date: _____

Security Code*: _____

Name on Card: _____

Billing Address: _____

Billing City, State and Zip: _____

**A 3 digit code located on the back of MasterCard, Visa and Discover. A 4 digit code located on the front of American Express.*

Check

Made Payable to Fountain Square Management Group LLC