

Guidelines for Submitting Public Service Announcements to Cox Media Group

CRITERIA: PSA requests must be submitted by an organization that qualifies as tax-exempt under IRS Tax Code 501(c) 3.

Information should provide a service or benefit to the community, listeners and/or members.

The following PSA content will not be aired:

- Rallies or demonstrations
- Ticket, product or donation pricing
- Book signings or public appearances
- Benefits for individuals
- Workshops or classes
- Anything related to candidates for public or political office
- Anything related to political organizations
- Religious content

SUBMISSION DEADLINES: 7-days prior to the requested start date if providing pre-recorded audio.

14-days prior to the requested start date if not providing pre-recorded audio.

RUN DATES: Provide desired broadcast start and end dates (maximum 30 days).

LENGTH: PSA's must be 15, 30 or 60 seconds in length.

FORMATS: The preferred digital audio format for email is mp3, however, we also accept scripts and CDs.

Please mail scripts and CDs to:

PSA Coordinator
Cox Media Group
8000 Belfort Parkway Suite 100
Jacksonville, Florida 32256

SCHEDULE: Schedules will rotate within specified run dates and will air randomly (based on availability).