

# Instructions for Submitting a PSA request On-line

How can I get an announcement on the radio? Catholic Radio in South Carolina offers an easy way for parishes, Catholic Schools, parish groups, or any individual to submit a **Public Service Announcement (PSA) request through our website's homepage at [www.CatholicRadioInSC.com](http://www.CatholicRadioInSC.com).**

At the top right of the homepage, place your cursor over the **CONTACT US** tab and a drop down menu will appear. At the bottom of the menu, there is a menu item titled, **“Submit Your PSA.”** Highlight this item by placing the cursor over it and then click on the item. A PSA request form will appear. Fill out all the required information, click on the **“I Agree”** circle for the disclaimer, and submit the form using the **“Submit the Form”** button at the bottom of the page.

Please submit your PSA requests **AT LEAST 30 DAYS IN ADVANCE** in order to allow adequate time for production and enough broadcast opportunities during the short hourly breaks designated for local content. Catholic Radio in South Carolina (Mediatrix SC Inc.) accepts PSA submissions many months ahead of time and encourages event organizers to send information as soon as possible. The longer a PSA is on the air, the more likely listeners will hear it.