



Meeting Media Review

Media presentations (videotape or computer disk) to be included in a televised government meeting must be submitted to HTV management at least 24 hours before the meeting start time, unless circumstances dictate otherwise as determined by the Director of Communications.

If you wish to retain your media, arrange to pick it immediately following the meeting. Such materials left 48 hours after the meeting are considered abandoned and discarded.

Provider's Name: _____

Provider's Phone Number(s): _____

Day & Date of Meeting: _____ Start Time: _____

Agency meeting when media is to be shown: _____

Agenda Item No. &/or Time Certain: _____ Presentation Length: _____ min.

Content Title or Description: _____

Date: _____ Time: _____ submitted with media for review.

Signature confirming above information: **X** _____

While Communications staff can advise meeting chairman of technical or other concerns, what is shown and when is determined by the board or agency holding the meeting.

Recommendations to the Chairman:

Reviewer's Signature: _____ Date : _____

Reviewer (print name): _____

Date: _____ Time: _____ media item was collected.

Signature confirming collection of media: **X** _____

Name of person collecting media (please print): _____