

Community Hotline Organizer Checklist

***Community Hotline* Reservation date(s)**

- ❑ A 15 minute segment of the program on the following date(s):
Wednesday, _____.
- ❑ Program participants should arrive by 6:30 PM for the live program which airs from 7 PM to 8 PM on MetroEast's cable channel 21.
- ❑ If you must cancel, MetroEast **must** be notified at least one week in advance of your scheduled appearance.

Understand the *Community Hotline* format

- ❑ Read the enclosed, "An Introduction to *Community Hotline*" which outlines the rules and guidelines for using this service.
- ❑ Make sure that program participants have an opportunity to read this form or discuss the rules with you before appearing on the program.

Prepare program participants

- ❑ Ask host and guests to arrive at MetroEast by 6:30 PM and be prepared to be at the station until 8 PM when the live program is over. If any of your program participants will have difficulty being there for the entire time please inform the producer in advance.
- ❑ Ask program participants not to wear small patterns, white or black because they are difficult to get on camera.
- ❑ Make sure all participants have directions to MetroEast Community Media located at 829 NE 8th Street in Gresham.
- ❑ Any program participants under the age of 18 will need to get signed parental permission. Contact the program producer to get the release form in advance.

Fill out and return the registration form to MetroEast

- ❑ Since the production crew will be using the information on this form to create graphics to show during your segment make sure that spelling and contact information are correct and easy to read.
- ❑ In the space provided describe what will happen in your segment so that the production crew can be prepared.
- ❑ **Return the registration to MetroEast by Friday preceding your scheduled appearance date.** The Fax number is on top of the form.

Bring props to the shoot

- ❑ Remember to bring props such as photos, flyers, artwork, and videotapes.
- ❑ Bring a blank tape or \$2 to buy a blank tape for one complementary copy of your segment.

**Questions, contact Alison Hardin, Program Producer
(503) 667-8848 Ext. 340**