



REQUEST FOR ADDITIONAL MUNICIPAL MEETING COVERAGE

Name of Meeting to be covered: _____

Chairperson of committee requesting coverage: _____

Chair contact information: Email: _____ Phone: _____

Location of Meeting to be covered: _____

Is this meeting to be covered LIVE: _____

Date(s) and Time(s) of Meeting:

_____	_____	_____
Date	Start Time	End Time
_____	_____	_____
Date	Start Time	End Time
_____	_____	_____
Date	Start Time	End Time
_____	_____	_____
Date	Start Time	End Time
_____	_____	_____
Date	Start Time	End Time
_____	_____	_____
Date	Start Time	End Time

Has meeting location been reserved?: _____

Has time for FCTV setup been reserved?: _____

If location with no robotic camera's 2.5 hours is needed before meeting for setup.

If location with robotic camera's 30 minutes needed for setup.

No reservation needed for municipal control room as FCTV schedules this.

Authorized by: _____

Signature Town Manager - Julian Suso

Date: _____

FCTV respectfully requests two weeks notice to ensure adequate crew and equipment is available to cover meetings particularly those where robotic cameras are not in place and when live coverage is requested.

Selectmen Meeting, Town Meeting, Conservation Commission, Planning Board and Zoning Board of Appeals do not require any request from the Town Manager.

Thank you.