

2009 VIDEO VOTERS' GUIDE TAPING APPOINTMENT PREFERENCES FORM

Your Name,
Printed: _____

Position or
Ballot Issue: _____

Please indicate blocks of time during which you are available to tape your Video Voters' Guide statement, and return this form to the SEEC as soon as possible.

Time slots are limited and some slots will be in heavy demand. Respond early and **indicate several times** that you are available, to increase your chances of being included in the Guide. You are welcome to indicate your *preferred* times; we will attempt to accommodate your preferences. **Appointments will be confirmed in writing**, by e-mail when possible.

- **Each time slot is 30 minutes**, including 15 minutes for taping and 15 minutes for set-up, tape review and selection.
- **Arrive 15 minutes before your scheduled time.** Your speech is **limited to two minutes**. *Rehearsal in advance will greatly improve your timing and presentation.*
- **Bring a printed copy** of your speech with you, to assist in closed captioning. **In general, a two-minute presentation should be no longer than 350 words.** ***PRACTICE, PRACTICE, and PRACTICE MORE*** before coming, since editing on the spot takes up your limited appointment time. **NOTE:** *Your taped presentation need not resemble your voters' pamphlet statement. Different rules apply.*
- **A TELEPROMPTER** will be available to those who submit a properly formatted file to the SEEC at mardie.holden@seattle.gov at **least two (2) business days prior** to your appointment. **The file must be in Times New Roman, 16 pt, with no italics, bullets, bolds, or underlines.**

NOTE: If your file is not received in time and in the proper format, you will be unable to use the teleprompter. You are not required to use the teleprompter. Remember to **bring a hard copy** to use as backup as well as to assist with closed captioning. Each speaker will stand behind a podium.

You will receive written confirmation of your appointment with directions to the studio. Taping is done in the Seattle Channel studios in City Hall in downtown Seattle.

Indicate the time periods during which you are available for taping:

Wednesday, June 17	Thursday June 18	Friday, June 19	Saturday, June 20	Monday, June 22	
<input type="checkbox"/> 8:30 am	<i>(Evening appts are possible this day. If needed, call the phone number below to discuss.)</i>	<input type="checkbox"/> 8:30 am	<input type="checkbox"/> 8:30 am	<input type="checkbox"/> 9:00 am	
<input type="checkbox"/> 9:00 am		<input type="checkbox"/> 9:00 am	<input type="checkbox"/> 9:00 am	<input type="checkbox"/> 9:30 am	
<input type="checkbox"/> 9:30 am		<input type="checkbox"/> 9:30 am	<input type="checkbox"/> 9:30 am	<input type="checkbox"/> 10:00 am	
<input type="checkbox"/> 10:00 am		<input type="checkbox"/> 10:00 am	<input type="checkbox"/> 10:00 am	<input type="checkbox"/> 10:30 am	
<input type="checkbox"/> 11:00 am		<input type="checkbox"/> 11:00 am	<input type="checkbox"/> 11:00 am	<input type="checkbox"/> 11:00 am	<input type="checkbox"/> 11:30 am
<input type="checkbox"/> 11:30 am		<input type="checkbox"/> 11:30 am	<input type="checkbox"/> 11:30 am	<input type="checkbox"/> 11:30 am	<input type="checkbox"/> 12:00 noon
<input type="checkbox"/> 12:00 noon		<input type="checkbox"/> 12:00 noon	<input type="checkbox"/> 12:00 noon	<input type="checkbox"/> 12:00 noon	<input type="checkbox"/> 12:30 pm
<input type="checkbox"/> 2:00 pm		<input type="checkbox"/> 12:30 pm	<input type="checkbox"/> 2:00 pm		<input type="checkbox"/> 2:30 pm
<input type="checkbox"/> 2:30 pm		<input type="checkbox"/> 2:30 pm	<input type="checkbox"/> 2:30 pm		<input type="checkbox"/> 3:00 pm
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<input type="checkbox"/> 4:00 pm		<input type="checkbox"/> 3:30 pm	<input type="checkbox"/> 3:30 pm		<input type="checkbox"/> 4:00 pm
<input type="checkbox"/> 4:30 pm		<input type="checkbox"/> 4:00 pm	<input type="checkbox"/> 4:00 pm		<input type="checkbox"/> 4:30 pm

➤ Return by June 10 with your PRODUCTION RESPONSE FORM AND PAYMENT (payable to City of Seattle) or waiver request to:

Seattle Ethics and Elections Commission

Seattle Municipal Tower, Ste. 4010

Mailing Address: P.O. Box 94729, Seattle, WA 98124-4729

Fax: 206-684-8590

Phone: 206-684-0595

E-Mail: mardie.holden@seattle.gov