

## 2009 VIDEO VOTERS' GUIDE ~ GENERAL ELECTION 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.

Respond early and **indicate several times** you are available. 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**. 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 time. *Rehearsal in advance will greatly improve your timing and presentation.*
- **Bring a printed copy of your speech with you**, to assist in closed captioning.  
*NOTE: Your taped presentation need not resemble your voters' pamphlet statement. Different rules apply.*
- **A TELEPROMPTER** is available to those who submit a properly formatted file to the SEEC at [mardie.holden@seattle.gov](http://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 encouraged to use the teleprompter, but are not required to. **Remember to bring a hard copy** to use as backup as well as to assist with closed captioning. A podium is available.

**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:**

Monday, August 31	Tuesday, Sept. 1	Wednesday, Sept 2	Thursday, Sept 3
<input type="checkbox"/> 8:30 am	<i>Evening appointments are possible this day. 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"/> 9:30 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"/> 11:00 am		<input type="checkbox"/> 11:00 am	<input type="checkbox"/> 10:30 am
<input type="checkbox"/> 11:30 am	<input type="checkbox"/> 12:00 noon	<input type="checkbox"/> 11:30 am	<input type="checkbox"/> 11:30 am
<input type="checkbox"/> 12:00 noon	<input type="checkbox"/> 12:30 pm	<input type="checkbox"/> 12:00 noon	<input type="checkbox"/> 12:00 noon
<input type="checkbox"/> 2:00 pm	<input type="checkbox"/> 1:00 pm	<input type="checkbox"/> 2:00 pm	<input type="checkbox"/> 12:30 pm
<input type="checkbox"/> 2:30 pm	<input type="checkbox"/> 3:00 pm	<input type="checkbox"/> 2:30 pm	<input type="checkbox"/> 2:30 pm
<input type="checkbox"/> 3:00 pm	<input type="checkbox"/> 3:30 pm	<input type="checkbox"/> 3:00 pm	<input type="checkbox"/> 3:00 pm
<input type="checkbox"/> 4:00 pm	<input type="checkbox"/> 4:00 pm	<input type="checkbox"/> 3:30 pm	<input type="checkbox"/> 3:30 pm
<input type="checkbox"/> 4:30 pm	<input type="checkbox"/> 4:30 pm		<input type="checkbox"/> 4:00 pm

**➤ Return by August 21 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

**E-Mail:** [mardie.holden@seattle.gov](mailto:mardie.holden@seattle.gov)

**Fax:** 206-684-8590

**Phone:** 206-684-0595