

**Davis Media Access
Request for Election Forum Coverage - 2008**

Name _____
Organization _____
Mailing address _____
City State Zip _____
Phone _____
Cell Phone _____
Email _____

1. Date of Forum _____

2. Time of Forum _____

3. Title of Forum _____

4. Sponsoring Organization _____

5. Location (address) _____

6. Anticipated audience/capacity _____

7. Please describe the physical setup of the forum (tables at front, speakers on a panel, etc.)

8. Is your forum open to the public?

9. Will your forum have amplified sound? If so, who is setting up the sound system (Name & Contact Number)

10. Is there room for multiple cameras, a mixing board and related equipment?

11. How early can DMA access the site to set up, and how much time will we have to break down equipment afterwards?

12. How will you promote your event? Are you willing to acknowledge DMA's assistance in your promotional materials?

13. Other comments/information:

Please list name and titles of featured speakers or panelists:

Please list any additional information as you would like it to appear on the credits:

Submit this form to Autumn Labbe-Renault at autumn@davismedia.org or 1623 Fifth Street, Suite A, Davis, CA 95616. You may also fax to (530) 757-2938. We request at least two weeks notice of forums and cannot guarantee staff & volunteer availability to record all requests.