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Full Item Register Number [auto] **CF/RAI/NYHQ/SP/SSC/2002-01209**

Ext Ref: Doc Series/Year/Number **SP/SSC/WSC**

Record Item Title

**Commonwealth Heads of Government Meeting, Oct 13-17, 1987, Canada. Host
 Broadcaster Schedule of Radio & Television Facilities. Canadian Broadcasting
 Corporation, Continental Golin/Harris Communications. (World Summit for
 Children)**

Date Created / on Correspondence
 04-May-1990

Date Registered
 10-Sep-2002

Date Closed

Primary Contact **James Grant (Former Executive Director)**
 Owner Location **World Summit for Children, UNICEF NY- = 3085**
 Home Location **UHB, Floor B2, Room B202, Aisle 01, Shelf B013, Level 02, Position**
 Current Location **Special Session & Global Movement For Chil =**

Fd1: Type: IN, OUT, INTERNAL **INTERNAL**
 Fd2: Sender Ref or Cross Ref
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 File Container Record (Title) **Management Committee Meetings Meetings in Preparation for WS Work**

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Notes

Print Name of Person Submit Images

Signature of Person Submit

Number of images
 without cover

JOHN MANFREDI

John Manfredi

7

cc: Faide Ali
Tom Barwig
Bill Betzer
Sam Kov
Michelle Stone
William Sorenson
Adrian Warner

CONTINENTAL GOLIN/HARRIS

Fax Transmission Télécopieur

OUR FAX NO. IS /NOTRE NUMÉRO DE TÉLÉCOPIEUR EST: (613) 230-3874

DATE: May 4, 1990

TO/À: Sandra Grace (65)

UNICEF

FROM/DE: Don Dixon

COMMENTS/COMMENTAIRES: As discussed

NO. OF PAGES TO FOLLOW/NOMBRE DE PAGES À SUIVRE: 1

Continental Golin/Harris Communications Inc.
80 Elgin Street, Suite 201, 80, rue Elgin, pièce 201,
Ottawa, Ontario K1P 6R2
Tel./tél : (613) 230-2220 Fax/télécopieur : (613) 230-3874

CLIENT: _____ DOCKET NO./NUMÉRO DE DOSSIER: 1097

FAX NO./NUMÉRO DU TÉLÉCOPIEUR: 1-212-888-7465



Canadian Broadcasting Corporation
Société Radio-Canada

HOST BROADCASTER / DIFFUSEUR-HÔTE

COMMONWEALTH HEADS OF GOVERNMENT MEETING -- OCTOBER 13 to 17, 1987
VANCOUVER, BRITISH COLUMBIA, CANADA

HOST BROADCASTER

SCHEDULE OF RADIO & TELEVISION FACILITIES

The Host Broadcaster will provide radio & television facilities at the CHOGM Media Centre. These facilities will be operational from October 10 through 17 and are available on a priority booking basis:

<u>RADIO FACILITIES:</u>		
<u>Radio studios</u> 4 available	.with technician .2 headset microphones .2 mono tape recorders (1/4") .monitoring speaker .1 cue (return) .1 coordination channel .associated audio distribution & monitoring	.audio mixing console .1 cassette unit .1 cartridge unit .1 talkback system between studio & control room .interview cue & outgoing feed to TOC .business telephones
<u>TELEVISION FACILITIES:</u>		
<u>Television studios</u> 2 available	.with technical crew .production switcher .1 - 1/2" BETACAM record unit .1 - 1/2" BETACAM playback unit .NTSC (525 line) system	.2 cameras .1 anchor desk for up to 4 persons .interview area for 2 + 1 .business telephones
<u>Television EFP crews</u> 3 available	.2-man crews	.1/2" BETACAM equipment .NTSC (525 line) system
<u>Television edit suites</u> 3 available	.with technician/editor .timebase corrector .v/o booth .business telephones	.1 - 1/2" BETACAM record unit .1 - 1/2" BETACAM playback unit .1 - 3/4" playback/record unit .NTSC (525 line) system
<u>Television edit spaces</u> 20 available	.2 tables, chairs .v/o booth .business telephones	.incoming video & audio lines .15 amp power .wired for 110 volt, 60 cycle
<u>MASTER CONTROL:</u>		
<u>Television feeds</u>	.3/4", 1/2" BETACAM or live feeds	.NTSC (525 line) system

CHARGES FOR FACILITIES:

Facilities are available at no charge to the broadcaster, with the following exceptions:

- .Television studios)
- .Manpower overtime) rate card will be issued shortly
- .Tape stock: stock can be purchased from the Host
Broadcaster at the CHOGM Media Centre. Limited supplies
will be available. Broadcaster should supply own tape.

TO BOOK FACILITIES, BEFORE AUGUST 1, 1987:

Write, call, telex or fax to:

Host Broadcaster - CHOGM 1987
P.O. Box 8478, Station A
Ottawa, Ontario K1G 3J5
Canada

Telephone (613) 727-7351
Telex 06528046
Fax (613) 727-7358

AFTER AUGUST 1, 1987

Address, telephone/telex/fax numbers for our Vancouver office will be forwarded to you as soon as available.

COMMONWEALTH HEADS OF GOVERNMENT MEETING

OCTOBER 13 TO 17, 1987

VANCOUVER, BRITISH COLUMBIA, CANADA

QUESTIONNAIRE FOR RADIO & TELEVISION BROADCASTERS

NAME & ADDRESS OF BROADCAST ORGANIZATION:

TELEPHONE NO. _____ TELEX NO. _____ FAX NO. _____

CONTACT NAME & POSITION:

1. Will a representative(s) of your broadcast organization be coming to Vancouver to cover the 1987 Commonwealth Heads of Government Meeting (CHOGM)?

Yes _____ No _____

If yes, please give name(s) and position(s) of those who will attend:

Name & Position:

2. Will you require broadcast services from the Host Broadcaster? (See list of services available from the Host Broadcaster on the attached facilities schedule.)

Yes _____ No _____

If yes, please indicate if you require radio and/or television services:

Radio _____ Television _____

3. If yes to above question No. 2, please answer Section 'A' for radio facilities and/or Section 'B' for television facilities:

SECTION 'A': RADIO FACILITIES

Will you record the Host Broadcaster coverage of events at CHOGM?

Yes _____ No _____

If yes, how will you pick up this feed?

Media Centre _____ BC Telephone Toll Office (TOC) _____

Will you require translation when available?

Yes _____ No _____

If yes, indicate which language translation required:

From French to English _____ From English to French _____

Do you require Host Broadcaster radio studio?

Yes _____ No _____

Date(s) studio required:

_____ Hours _____

Type of service to be performed:

Live broadcast _____
Recording _____
Editing _____
Other (please specify) _____

Do you require Host Broadcaster to feed your audio to your home base?

Yes _____ No _____

Format of feed package:

1/4" audio _____ Audio cassette _____ Via telephone _____

Date(s) feed required:

_____ Hours _____

(..end of Section 'A', radio facilities)

SECTION 'B': TELEVISION FACILITIES

Will you record the Host Broadcaster coverage of events at CHOGM?

Yes _____ No _____

If yes, how will you pick up this feed?

Media Centre _____ BC Telephone Toll Office (TOC) _____

Will you require translation when available?

Yes _____ No _____

If yes, indicate which language translation required:

From French to English _____ From English to French _____

Do you require Host Broadcaster television studio/control room?

Yes _____ No _____

Date(s) studio required:

_____ Hours _____

Do you require Host Broadcaster EFP crew (1/2" BETACAM)?

Yes _____ No _____

Date(s) crew required:

_____ Hours _____

Do you require Host Broadcaster edit suite?

Yes _____ No _____

Date(s) suite required:

_____ Hours _____

SECTION 'B': TELEVISION FACILITIES continued..

Do you require edit space in the Media Centre (to set up your own equipment)?

Yes _____ No _____

How many spaces will you require (each space accommodates one suite)?

Indicate number _____

What format edit equipment will you set up in above edit spaces?

1/2" _____ 3/4" _____ Other (please specify) _____

Date(s) each space required:

Do you require feed services from the Host Broadcaster Master Control?

Yes _____ No _____

If yes, indicate format of feed package:

1/2" BETACAM _____ 3/4" _____

Date(s) feed required:

_____	Hours	_____
_____		_____
_____		_____
_____		_____

(..end of Section 'B', TV facilities)

4. Please note the following additional information regarding Host Broadcaster feed services:
- . Audio and video feeds from the Host Broadcaster Master Control will be sent directly to the BC Telephone Toll Office (TOC).
 - . You, the broadcaster, must book your own land or satellite feed from the BC Telephone Toll Office (TOC) to your home base.
 - . When the Host Broadcaster Traffic Office receives written confirmation of your land or satellite feed, we can then confirm your feed from our Master Control to TOC.
5. Please note that broadcasters using telephones in any Host Broadcaster facility are responsible for all long distance charges (by use of credit card, third party billing or "collect").
6. Do you have any questions regarding our services or facilities?

7. This questionnaire is an application form only. Host Broadcaster will confirm bookings in writing and will book on a first-come, first-serve basis. Priority will be given to the international broadcast community but every effort will be made to assist domestic broadcasters as well.

Please return this questionnaire in the enclosed envelope.

The Host Broadcaster Vancouver office will be operational as of August 1st, 1987. Vancouver address, telephone/telex/fax numbers will be sent to your broadcast organization as soon as available.

If you require further information before August 1st, please contact us at:

Host Broadcaster - CHOGM 1987
P.O. Box 8478
Station A
Ottawa, Ontario K1G 3J5
Canada

Telephone: (613) 727-7351
Telex: 06528046