



Channel 24 Production Coverage Request

All productions for Carroll County Government must be requested no less than seven days prior to the scheduled event. When requesting an event for coverage, please include a press release and any information that may pertain to the event. Due to scheduling conflicts and limited resources, not all production request can be honored.

Event Information

1. Event Date _____
2. Event Time: _____
3. Event Title: _____
4. Person Requesting: _____
5. Approx. Length of Event _____
6. Production Request (i.e.: public meeting, on-site camera event, or Public Service Announcement) _____
7. Brief Description of Program:

(Signature of requester)

(Signature of Channel 24 staff upon approval)

The above sheet will be returned to the person requesting production coverage if event is approved.