



# BROOKLYN ELECTED OFFICIALS

BRIC/Brooklyn Information & Culture's BCAT/Brooklyn Community Access Television program offers all of Brooklyn's elected officials free channel time to discuss issues of importance in their communities. Read on to learn how you can appear on BCAT's **Brooklyn Elected**

**Officials (BEO).**

## **About Brooklyn Elected Officials (BEO)**

BCAT's *Brooklyn Elected Officials (BEO)* is a 28-minute program shot in a roundtable format, offering you the opportunity to invite up to three guests to join you in a conversation about community and policy issues affecting your constituents. BCAT will provide, at no charge, studio time; a full crew; and channel time. You provide the content! (If you prefer, **we can arrange for a moderator** to appear on air with you. In that case, you can invite one or two guests to appear with you. Arrangements to use a moderator need to be made at least two weeks in advance.)

The BCAT studios are **located on the 2nd floor of 647 Fulton Street**, around the corner from the BAM Harvey Theater. Studio time is available on **Friday mornings**. Our crew sets up the studio from 9am-11am; **you and your guests need to arrive by 10:45am**. A half hour is allotted for those using our moderator, to sit down and discuss the topic(s) at hand and what questions will be asked. The set can accommodate a total of **four** people. **Be prepared to speak to your guests for at least 28 minutes**. Some of that time should be used to introduce your topic and guests and wrap-up at the end. Once we set up your microphones and finalize camera positions, **the show is recorded in one take**.

**BEO premieres on Thursdays at 9pm and is repeated Friday at 1pm; the following Tuesday at 1pm; the following Wednesday at 2pm and 10pm and the following Thursday at 1pm on Time Warner channel 56 and Cablevision channel 69**, with a potential reach of 430,000 households in Brooklyn, and **streamed live online at [www.briconline.org/bcat](http://www.briconline.org/bcat)**.

**How to apply for a timeslot:** To apply for a timeslot, you'll need to fax us a completed **BEO Production Worksheet** at least **two weeks** before your requested date. Forms are available by request or by calling Tyne Newman (718) 935-1122 x234 or Megan Donis at 718-935-1122 x229 or online in the "Downloads and Forms" section of our website, [www.briconline.org/bcat](http://www.briconline.org/bcat). **Completed forms should be faxed to 718-852-4916**.

When filling out the form, please be sure to:

- Carefully print or type all information
- When requesting a date, please give us two options for taping your show
- List the names and affiliations of your guests as they should appear on television

**When you arrive:** You and your guests will need to first sign in at the security desk. Once you are signed in, security will contact the director, who will escort you to the studio and go over production protocol, including cues for when to begin your intro and when to begin wrapping up.

## **Helpful tips:**

- Have your questions and facts printed on a sheet of paper or index cards.
- Keep the discussion lively and moving.
- Try not to wear bold colors or patterns.
- When the floor manager gives you the indication, please begin to wrap-up so you can finish the program in a seamless manner.

### **What you can do on BEO:**

- Spend 28 minutes discussing issues of importance to your constituents
- Invite up to three (3) guests, including use of our moderator, if you like

### **What you can't do on BEO:**

- Solicit for campaign funds
- Campaign or stump for yourself or others
- Appear on *BEO* thirty (30) days before an election or primary in which you are a candidate

**Cancellations:** Unless we hear otherwise, we will assume that once a booking is confirmed, the production is a go. If you need to cancel, you must contact us at least **48 hours in advance** of your production date. **To cancel, please call Tyne Newman at 718-935-1122 x234**.

**Please note:** In order to fairly serve all the residents of Brooklyn, elected officials are limited to two (2) appearances annually on *BEO*. Additional appearances can be arranged if time is available.

We look forward to your participation in *BEO*. If you have further questions, please contact Tyne Newman at 718-935-1122 x234 or [tnewman@briconline.org](mailto:tnewman@briconline.org).

**BCAT PRODUCTION WORKSHEET**  
**BROOKLYN**  
**ELECTED OFFICIALS**

<b>Production:</b>	<b>Brooklyn Elected Officials</b>
<b>Producer:</b>	<b>Megan Donis / Tyne Newman</b>
<b>Length of Program:</b>	<b>28 minutes</b>
<b>Name of Elected Official:</b>	
<b>District:</b>	<b>Today's Date:</b>
<b>Name of Contact Person:</b>	
<b>Phone for Contact Person:</b>	

SHOW INFORMATION	
<b>Requested Production Date 1:</b> /     /	<b>Requested Production Date 2:</b> /     /
<b>Guest 1:</b>	
<b>OR</b>	<input type="checkbox"/> <b>We would like to use the BCAT Moderator.</b>
<b>Organization 1:</b>	
<b>Title 1:</b>	
<b>Guest 2:</b>	
<b>Organization 2:</b>	
<b>Title 2:</b>	
<b>Guest 3:</b>	
<b>Organization 3:</b>	
<b>Title 3:</b>	

FOR BCAT USE ONLY		
	<b>CONFIRMED DATES</b>	<b>COMMENTS:</b>
<b>STUDIO BOOKED:</b> <input type="checkbox"/>		
<b>PRODUCTION DATE:</b>		
<b>AIR DATE:</b>		
CREW		
<b>Floor Manager:</b>		
<b>Sound:</b>		
<b>Camera 1:</b>		
<b>Camera 2:</b>		
<b>Robotic Cameras:</b>		
<b>TD/Switcher:</b>		

Please fax completed form at least **two weeks prior** to your first requested date to **Tyne Newman (718) 852 – 4916**.  
 BCAT/Brooklyn Community Access Television / 647 Fulton Street, 2<sup>nd</sup> Floor / Brooklyn, NY 11217 / 718-935-1122 /  
[www.briconline.org/bcat](http://www.briconline.org/bcat)  
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