



5845 Blaine Avenue, Inver Grove Heights, MN 55076
Phone: 651-352-6100 Web: www.townsquare.tv

**Town Square
Television**



MEMORANDUM

To: Filed Candidates for City, County, School District, State, and Federal Offices serving Northern Dakota County

From: Dennis Rafferty and Carmen Hauck, Producers

Date: August 21, 2024

Re: ***“Meet the Candidates” Cable Television Program***

You are invited to participate in our “Meet the Candidates” program recording! Town Square Television is planning this unique opportunity for you to reach the voters and talk about your campaign. You don’t have to be an experienced community television producer to take advantage of your local community cable channels! With Town Square Television handling the technical production and our professional staff assisting with the recording of your interview, your five-minute recorded segment will allow you to share your individual views on the issues that are important to your campaign.

“Meet the Candidates” recordings will be held Friday, September 27, between 10 a.m. and 5 p.m.; Monday, September 30, between 10 a.m. and 8 p.m.; and Tuesday, October 1, between 3 p.m. and 7 p.m. One twenty-minute block of time will be allocated to record your five-minute segment.

You will find the specific questions on the enclosed registration form. An attractive, standard set with professional lighting will be furnished for you. Please do not bring any additional props or set pieces. Only the candidate and production crew will be allowed in the studio during the recording. Participants will be allowed a practice run-through before recording their five-minute interview with no retakes. You will be speaking directly to the camera for up to five minutes. Our interviewer will be in the studio with you to record and prompt you for the questions during your segment, but will not appear or be heard on camera. Please use the prompts on the registration form to prepare for the delivery of your five-minute video.

The recordings will be held in person. If you are not able to attend in person, please call us to discuss scheduling a virtual option during our available timeslots, however we encourage everyone to attend in person, if possible. Participating remotely will significantly decrease the quality of video and audio, and we cannot guarantee that there will not be technical difficulties, internet issues, etc.

This recorded segment allows cable subscribers in the cities of Inver Grove Heights, Lilydale, Mendota, Mendota Heights, South St. Paul, Sunfish Lake, and West St. Paul to get to know you. Town Square Television will package the individual segments and replay them on our cable channels. The full programs will also be available on-demand at www.townsquare.tv.

A \$150 fee will be charged to help offset program production costs for Town Square Television, which is a local non-profit organization. The fee includes a high-quality digital video file (MP4), suitable for online use. You will be e-mailed a link to download the video file after the show has been completed. Please be sure to include the e-mail address where you want to receive your download link when you register.

To register, call JoAnne Schommer at 651-352-6100, M-F 8 a.m. to 4:30 p.m., to reserve your twenty-minute time slot for the recording of your five-minute segment. ***The registration deadline is September 18, 2024.*** Complete the enclosed registration form and return it, along with a check made payable to Town Square Television, before your studio session. You may also complete the form and make credit card payments online at www.townsquare.tv/meet-candidates. ***Payment through check or credit card does not guarantee your time slot, you must call us to reserve a time!***

We look forward to assisting you in getting your message to local voters online and on local cable television and providing you with a high-quality video file for your campaign!