|  |  |
| --- | --- |
| C:\Users\khannan\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\0FXW8CKT\duo_logo_blue.png | **WCBS-TV & WLNY-TV Talent Appearance Request Form** |

Please e-mail the completed form to the WCBS-TV and WLNY-TV Public Affairs Department at **stationservices@cbs2ny.com** (strongly preferred) or fax it to

212-975-4299.

* Completing this form does not guarantee an appearance.
* Appearance is dependent on the availability of the personality.
* Appearance of a WCBS-TV and WLNY-TV personality at your event does not ensure news coverage of event.
* All requests must be submitted using this form and should be received at least four weeks prior to your scheduled event.
* **Cancellation may occur due to breaking news or any other unexpected news event.**

|  |  |  |  |
| --- | --- | --- | --- |
| Date Submitted |  | Response Needed By |  |

ORGANIZATION INFORMATION

|  |  |
| --- | --- |
| Organization Name |  |

|  |  |
| --- | --- |
| Website |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Name |  | Contact Phone |  |

|  |  |
| --- | --- |
| Contact E-mail |  |

EVENT INFORMATION

|  |  |
| --- | --- |
| Requested Talent (list name/s) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Event Name |  | Dress Attire |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date |  | Talent Appearance Start Time: |  | End Time |  |

|  |  |
| --- | --- |
| Location |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Audience Size |  | Age Range |  |

|  |  |
| --- | --- |
| Specific Duties of Talent |  |

|  |
| --- |
| Event Description  |
|  |

|  |  |
| --- | --- |
| On-Site Contact Name/Phone Number |  |

|  |  |
| --- | --- |
| Will you be able to provide car service for talent to and from event? |  |