CITY OF KIRKLAND

REQUEST FOR TELEVISION PRODUCTION

☐	X	X
KGOV Channel 21	**KLife Channel 75**	**Currently Kirkland**
Request for meeting / event / class information posting	Request for meeting / event / class information posting	Request for story to be aired on bi-weekly news program

REQUESTOR INFORMATION	
Department/Division	Special Events / Parks Department
Submitted By	
Phone Number	
E-mail Address	

User agrees to hold harmless the City of Kirkland, its officials, employees, agents and operators for any and all liability, damages, or losses incurred because of actions, errors, or omissions related to the use of KGOV.

Signature _____ Date / /

AIR DATE(S) FOR MESSAGE / STORY ON THIS FORM:	
Begin:	**End:**

MESSAGE TO AIR
Please fill in the appropriate information in the boxes below. (If you are filling this out digitally, the boxes will expand as you type)
Who:
What:
Why:
When:
Where:
Existing Materials: (brochures, videos, logos, pictures):

Please fill out all information as completely as possible. If you have any requests for background images or photos to submit, please include them with this form.

Please send completed form to:

Sudie Elkayssi
City of Kirkland
123 5th Avenue
Kirkland, WA 98033
selkayssi@kirklandwa.gov