

2019 – City of Miami Beach Candidate Presentation Guidelines

1. To offer Miami Beach viewers an informative and organized presentation, the Candidate Video Presentation will be recorded live and replayed multiple times on MBTV. Once the recording of a candidate begins, the camera will not be turned off until the earlier of when the candidate indicates he or she is finished or the five-minute time limit has been reached; each candidate shall have **two opportunities for the live recording, with the second recording to occur immediately following the first recording. On September 19, 2019, candidates will be e-mailed a link where they may choose which recording they would like aired. A selection must be made by 9:00 a.m. September 23, 2019, or else the second recording will be chosen to air by default. NOTE: The individual candidate recorded presentations will not be edited for any reason.**
2. Candidates will be offered the use of the City's teleprompter and a one-hour rehearsal session prior to the date of the recording. Candidates that wish to use the City's teleprompter must provide their script at time of each session (rehearsal and recording) as a Microsoft Word document saved on a USB flash drive in "**Rich Text Format.**" The Office of Marketing and Communications will not retain speech copies. Candidates are highly encouraged to bring a person to assist them with the teleprompter and any personal needs (makeup, hair, etc.) they may have.
3. In order to have an organized presentation of candidates and issues, it is important that a strict timetable be developed and adhered to. Each candidate will be given a scheduled time slot for his or her rehearsal and final video recording schedule. (See Attachment "A") It is the sole responsibility of the candidate to make sure he or she is available when it is his or her time to speak. **Unfortunately, any candidate who misses his/her assigned time slot will forfeit his/her opportunity to present.**
4. The Candidate Video Presentations will be shown multiple times on MBTV. The scheduled air times will be published in The Miami Herald Neighbors Section, El Nuevo Herald, local Spanish language newspapers (depending on publishing dates), and on MBTV.
5. Candidates must arrive at the Office of the City Clerk at least 10 minutes before their assigned time slot. This will ensure an orderly transition from candidate to candidate.
6. The time slots will be assigned in the order of the ballot: Mayor and the three Commission Groups and alphabetically by candidates (as their name will appear on the ballot) within each of the corresponding groups. **It is the sole responsibility of the candidate to be available at his/her designated time.**
7. Before the candidates begin speaking, the moderator will give an introduction stating the purpose and explaining the format of the Candidate Presentation.
8. Each candidate will be allocated a maximum of five minutes of airtime on MBTV. In order to maintain equitable time for each candidate who elects to participate in the Candidate Video Presentation, **when the candidate's five minutes are up (or earlier if the candidate makes clear that he/she has completed the presentation), the candidate will be cut off, even if in mid-sentence.** There will be no editing of the candidates' recorded presentation.
9. The moderator will introduce each candidate. The introduction will be limited to the Mayor or Commission Group Number and the corresponding name of the candidate (example: "Mayoral candidate; candidate's name" or "Commission Group IV, V, or VI candidate; candidate's name.") The candidate will be introduced by his/her name, as it will appear on the ballot.

10. Only the candidate may speak on his/her behalf, not a representative.
11. No pre-recorded videos will be used.
12. No background music, special backgrounds, or special effects will be allowed.
13. The Administration will be given a time slot at the end of the Candidate Video Presentations to provide any Voters Guide information pertaining to Special Election question(s), along with explanations in both English and Spanish, if needed.

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