

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139

OFFICE OF THE CITY CLERK

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TO: Prospective Candidates for Mayor or Commissioner

FROM: Rafael E. Granado, City Clerk

DATE: July 18, 2019

SUBJECT: **SAVE THE DATES – MBTV CANDIDATE PRESENTATION REHEARSAL AND LIVE VIDEO RECORDING SCHEDULES**

On July 17, 2019, the Miami Beach City Commission authorized the Administration to video-record and air on MBTV the Mayor and Groups IV, V, and VI Commission Candidate Video Presentations for the November 5, 2019 General Election. (A copy of the materials provided to the City Commission is attached hereto.)

SAVE THE DATES

Candidate Video Presentation Rehearsal Schedule – A one-hour rehearsal session will be offered to each candidate on September 16, 2019 or September 17, 2019.

Candidate Video Presentation Live Video recording Schedule – The live video recording of the candidate's five-minute presentation will occur on September 18, 2019.

Finalization of Schedule – The rehearsal and video recording schedules will be finalized after the conclusion of the City's Qualifying Period. Each qualified candidate will be sent a mailed letter and email requesting confirmation of his/her attendance to the Candidate Video Presentation rehearsal and live video recording session, along with a copy of the Presentation Guidelines and his/her Rehearsal/Video recording designated time slots.

It is the sole responsibility of the candidate to make sure he or she is available when it is their time to rehearse and/or live video-record. The assigned date and time cannot be changed, and as such, any candidate who misses his/her assigned time slot will forfeit his/her opportunity.

Teleprompter Use – A candidate that wishes to use the City's teleprompter must provide their script at the time of each recording session 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 may practice delivering their speeches using the teleprompter application by downloading a free 10-day trial version at:

<https://ikancorp.com/shop/teleprompters/teleprompter-software-apps/ikan-prompterpro-4-prompterpro-4-teleprompting-software-for-pc-mac/>

Assistance - Candidates are highly encouraged to bring a person to assist them with the teleprompter and any personal needs (makeup, hair, etc.) they may have.

If you have any questions, please feel free to contact me at 305.673.7411.