

# Media Information Sheet

## Members of the Media:

The safety and welfare of our members is our primary concern. Each adult volunteer or staff member present today has a very clearly defined role in supervising and supporting our girls. If they are taking the time to speak with you, they are being taken away from those duties.

As well, it is important that we protect our members' privacy. Our policy is to obtain a written photo/media release form from girl or adult members who will appear in the media. Due to the fact that your visit today was not previously arranged, we do not have those signed release forms.

### Therefore, we respectfully ask that you:

- Do not photograph or record, by any means, any girl or adult members.
- Do not roam freely around the site. Please remain in the following area: \_\_\_\_\_  
\_\_\_\_\_
- Do not interfere with the activities taking place, nor speak with any girls or adults other than the following designated media liaison(s): \_\_\_\_\_  
\_\_\_\_\_

### ALL MEDIA CALLS should be referred to:

**Ashley Redfield**

Digital Marketing & Social Media Coordinator

Ashley's Business Phone: 510-562-8470, ext. 1606 (Alameda Office)

### IF Ashley is not available, forward to:

**Heather Burlew-Hayden**

Chief Marketing & Recruitment Officer

Heather's Business Phone: 510-562-8470, ext. 1605 (Alameda Office)

Voice mailbox will be checked frequently in the event of a crisis.

**Marina Park CEO (800) 447-4475 ext. 1106**

Give to members of the media who arrive other than on a previously arranged or scheduled basis.  
Several copies should be available to distribute during any activity or event.