

a

AM-103-01

m

Notification of Public Events

SCOPE

All City agencies are required to inform the Municipal Telephone Exchange of those public events, meetings, parades, involving the City or City officials as sponsors or participants, as well as special announcements, alerts, warnings that are intended for the general public. The Municipal Telephone Exchange is to be supplied a copy of all information disseminated by the agency relative to public events, news conferences, and city agency-related information of a timely nature that may prompt telephone calls from the public, such as immunization clinics for school children, essay/poster contests, special health screenings, parking fine amnesty month, annual tax sale, etc.

REQUIRED INFORMATION

Information on matters of public interest and concern must be accurate and timely. The provided information must include the date, location and hours of the event. A contact person and telephone number within the agency must be included.

The following information should be available for internal use only by the Municipal Telephone Exchange, in case additional information is needed during non-business hours: the home telephone number of the contact person, a weekend contact, and name of the duty officer, if applicable.

NON-BUSINESS HOURS CONTACT INFORMATION

After Hours Contact Person: _____ Contact #'s: _____

Weekend Contact Person: _____ Contact #'s: _____

Duty Officer: _____ Contact #'s: _____

NOTIFICATION

Agencies must notify the Municipal Telephone Exchange by MEMORANDUM (28-1418-5007), at least ten (10) days prior to the scheduled event or as soon as possible. A news release may also be sent if it contains the "required information" noted previously.

a

AM-103-01

m

Notification of Public Events

When there are time changes, cancellations or other unanticipated situations, the Municipal Telephone Exchange must be notified immediately by telephone. This information should be confirmed by a memo as soon as possible. All notifications should be directed to:

Municipal Telephone Exchange
Communication Services Supervisor
201 E. Baltimore St., Suite 1100
Telephone: 410-396-1903 or 410-396-4926
Fax: 410-396-4547
Mtesupervisor@baltimorecity.gov