

To further its mission and to promote fairness and equal access, Westwood Media Center (WMC) will provide media content, coverage and services, as defined below, to registered candidates running for office in Westwood.

**Access to WMC and description of services:**

1. WMC offers any registered candidate the same opportunities as any resident of Westwood with regard to access to WMC's facilities and channel run time.
2. If requested by the candidate, our staff will provide assistance to each candidate to produce one (1) promotional piece in the WMC studio to be aired on WMC's Government channel and election webpage hosted on the WMC website.
3. Such pieces shall be of the same format and not to exceed 5 minutes in duration for each candidate.

**Distribution of Candidate Programming:**

1. Candidate videos will be played on the WMC government channel (Verizon 42 /Comcast 06) and will be posted on the WMC website:  
[www.westwoodmediacenter.tv/decision-2024](http://www.westwoodmediacenter.tv/decision-2024)
2. WMC reserves an equal amount of run time for each candidate to enable viewers to select, view and compare all candidates during the respective election season.
3. WMC will distribute a link on its social media accounts (Facebook, Instagram, Twitter) to the election page on the WMC website, where each candidate video can be viewed.
4. Each candidate video will be hosted on WMC's YouTube page and will include a disclaimer in the description of the video. The disclaimer language states: "The views and opinions expressed herein do not represent those of WMC, its Board of Directors or the WMC staff. "
5. Candidates may distribute their videos created by WMC on their own social media accounts.
6. Such distribution shall occur after the initial play on WMC channels. WMC will notify the candidate when this can occur.
7. Any program created by a candidate (without the help of WMC staff) will be played under the same conditions as all other Public/Education Access programming on WMC's Community/Education channel (Verizon 32/Comcast 8). These self-created videos will not be posted on WMC's election webpage or social media platforms.

**How we contact candidates:**

WMC staff shall use email, certified mail and telephone, if necessary, from information provided by the Westwood Town Clerk, to inform each registered candidate how to access WMC services, facilities and equipment.

**Additional WMC services available to Candidates and Political Action Committees (PAC):**

1. WMC is available to create, for a fee, a video that is tailored and more detailed than the standard offering that was noted above.
2. For information on these services, contact Melinda Garfield, Executive Director, at [melinda@westwoodmediacenter.tv](mailto:melinda@westwoodmediacenter.tv)
3. The fee will be based on the scope of each project.
4. Paid productions are the property of a candidate/PAC and will not be distributed through the WMC social media platforms or posted on the WMC website.
5. The same rules and procedures (available for reference <https://westwoodmediacenter.tv/about/>) for all users of WMC's facilities and equipment shall apply to any candidate/PAC that wishes to submit their project to air on WMC's Community/Education television channel (Verizon 32/Comcast 8).