

CITY OF BALTIMORE

CATHERINE E. PUGH, Mayor



BALTIMORE CITY OFFICE OF
CABLE & COMMUNICATIONS

The Brokerage
8 Market Place, Suite 200
Baltimore, Maryland 21202

January 2017



Dear Producer,

Happy New Year! I wanted to take the time to update you on a few developments at Engage Network.

First, after careful consideration, we are delaying the reset of the public access channel until later this year. We believe that by taking the time to define our strategy, branding, and educational curriculum, we can bring you a truly differentiated and improved public access channel for the City of Baltimore.

As we work on key elements of the network reset, one of the first things that we are focusing on is transitioning our programming environment to a 100% digital environment. Toward that goal, all video content submissions must be uploaded to Google Drive, effective February 1, 2017. We will no longer accept tapes, flash drives, or other mediums for submitting content.

Second, we are requiring all Engage Network producers to resubmit a Program Submission and Cablecast Agreement with Engage Network. All forms are due by close of business February 15, 2017. Producers will not be able to submit content without a current agreement in place, effective February 16, 2017.

Instructions for Google Drive and the Program Submission form are available at <http://engagenetwork.tv>.

We plan to keep you up to date on our progress over the next several months. Should you have any questions or concerns, please don't hesitate to contact me at 410-396-1100.

Sincerely,

Tonia Lee

Executive Director

A handwritten signature in blue ink, appearing to read 'Tonia Lee', written over the printed name and title.

Mayor's Office of Cable and Communications