

MEDIA GUIDELINES FOR 19th EDITION OF JAZZ ARTISTS ON THE GREENS (JAOTG) 2024

Production One Limited (POL), the producer and presenter of the 19th Edition of **Jazz Artists On The Greens**, requires All media and media personnel, if they plan to attend the event in their capacity as Media to register with Production One Limited no later than **three (3) weeks** before the scheduled date of the event. The scheduled date of the event is **Saturday 16th March 2024**.

Approved media and media personnel include, but are not limited to, credentialed press and media representatives, including:

- **Print Journalists**
- **Bloggers and Vloggers**
- **Photographers**
- **Broadcast & Radio Journalists.**

These professionals must be affiliated to local and foreign news media groups. *Qualified media outlets must be represented by editorial staff – not publishers, advertising, or marketing staff.*

Media and media personnel interested in attending the 2024 event may contact: **Meaureba Fox, Media Registration Representative**, at media@productiononeltd.com for pre-registration, which begins on **Monday 22nd January 2024**.

A registration desk will be set up on the day of the event where press must check in and register. This will be done by presenting their credentials to the registration representative on site.

Please note that Production One Limited's media policy prohibits all video/filming without prior approval. Prior approval may be obtained by emailing a written summary, Attn: Meaureba Fox, at media@productiononeltd.com. The summary should include anticipated time of arrival, interviewees and duration of video/filming time required.

POL recommends seeking written consent from any individuals participating at the event prior to the event, or engage with POL beforehand in order to facilitate approval(s) on your behalf. Should media and media personnel disrupt the flow of the event or the overall attendee experience, they will be asked to cease activities. POL recommends that recording and interviews of artistes takes place within the designated interview booth. The designated interview booth will be open and accessible throughout the duration of the event.

It should also be noted that:

- Approval for filming in the interview booth does not imply that POL approves the content and comments portrayed in the video.
- A copy of all recordings (including edited versions of recordings) must be delivered to Production One Limited, no later than seven (7) calendar days of the end of the event.
- Unless requested specifically, all recorded/edited content must be distributed through your own communication channels and not through POL.

Should you have any questions on the media guidelines, please contact **Meaureba Fox, Media Registration Representative** at media@productiononeltd.com for assistance and/or clarifications.