



TOWN OF ORLEANS

19 SCHOOL ROAD ORLEANS MASSACHUSETTS 02653-3699

Telephone (508) 240-3700 – Fax (508) 240-3388

www.town.orleans.ma.us

Request for a DVD Copy of a Town Board/Committee Meeting and Annual /Special Town Meetings

There is a \$5 charge per DVD, cash or check (made out to the Town of Orleans) is required before any DVD is copied. If shipping of a tape is required there will be an additional \$5 charge for postage/packaging. Requests can be mailed to the address above and marked Attn: Sarah Eaton, Media Operations or dropped off at Town Hall. Please allow at least 24 hours from receipt of request before DVDs are ready for pickup.

Date Request Made: ____ / ____ / ____

Name of Person Making Request: _____

Telephone Number to call when DVD(s) are ready: _____

____ Check here if you are having the DVD(s) mailed and fill out the section below:

Street: _____

Town: _____ State: _____ Zip: _____

Please check the box for Committee(s) / Board(s) you are requesting a DVD Copy of. Taped meeting (except the Board of Selectmen) start from July 2007 to present. Please use the blank space to indicate meeting date(s).

- Annual Town Meeting: _____ Special Town Meeting: _____
- Board of Health: _____ Board of Selectmen: _____
- Board of Water & Sewer: _____ Conservation Commission: _____
- Charter Review Committee: _____ Community Preservation Committee: _____
- Finance Committee: _____ Planning Board: _____
- Wastewater Mgt. Steering Committee: _____ Wastewater Validation Committee: _____

Other programing that has aired on Channel 18: _____

Paid: ___ Yes ___ No Amount: _____ Number of DVD's: _____ Ready for Pickup: ____ / ____ / ____

Applicant Called: ___ Yes ___ No Date Called: ____ / ____ / ____ Date Picked Up ____ / ____ / ____