Count Media Pack Cheat Sheet

Venue

Address

Sat Nav directions

What three words e.g. https://w3w.co/routines.taller.bronzes

Accreditation

Name, number and email of person to whom accreditation should be sent, and the deadline

Site Manager Name

Name, number and email of person

Returning Officer's Name and Electoral Manager

Name and title of the person making the declaration – with phonetic and correct spelling.

Name, number and email of person in charge of running the count in advance of the night.

Press Officer Name

Name, number and email of person in charge in advance and on the night.

Declaration Times

Estimated declaration time

Please can the returning officer repeat numbers if there is a lot of cheering?

Or provide a sheet with the numbers on a minute in advance?

Count

Ballot boxes will be in from 22:00 but the last one will arrive at about ???

Verification of postal ballots will begin at 22:00 with verification over by ???

On which council website will the results be published?

Will you publish the full results including number of votes cast per candidate (not just the winner) on your website as soon as the result is declared, or do you anticipate any delay on this?

Name of your official council X feed

Number of counters on the night?

Will you verify and count in tandem or count each constituency separately?

What is the choreography of the declaration? – e.g. script, timings? Will you give ten minutes notice before the declaration is made?

CANDIDATES

Please list

POWER

Name, number and email of person in charge of electrical power on the site

What power is available? 16 amps?

LIGHTING

Is the venue providing all lighting for the hall and declaration stage?

CABLES

What are the cable run routes for power and WIFI etc? What cable trays/hooks are there to lift cables off the floor and over doorways etc?

HIGH WIDE SHOT

Could there be a wide top shot on a camera above the hall?

ARE THERE ANY POOLING ARRANGEMENTS?

Will the declaration shot be pooled for the declaration?

Second reaction camera needed which will also be pooled for the declaration?

IT CONTACT

Name, number and email of person who will provide access to WIFI. Will it be partitioned off for media use? If we can use WIFI reliably then we might be able to avoid the need to have big trucks at the counts.

WIFI

What is the password and login?

DATA SPEED

What is the data speed – download and upload. Use https://www.speedtest.net on mobile on different networks and the WIFI. List the speeds below.

For example:

Vodaphone	2.8 mbps down;	1.4 mbps up
WIFI	141 mbps down;	28 mbps up

PHONES

Are there any landline phones available to use?

PUBLIC ACCESS

What public access will there be on the night and what are the limits?

Are we allowed on the floor of the count for pieces to camera, lives and general filming etc?

PRESS HOLDING AREA

Is there a press holding area?

TV SCREENS

Will there be extra TV screens to watch output?

STAGING

What staging is being provided? Each TV media position will need a 3x3 platform, radio can almost go anywhere and snappers will want a view of the stage, but they should not obscure the live TV cameras. And be mindful that we will need a sound feed from the declaration stage.

SOUND

TV and radio and online and others will need a line level XLR output from the DA to their inputs

FOOD

What refreshments are on offer – is it cash only?

PARKING

Where can the trucks park? Trucks park at https://w3w.co/routines.taller.bronzes

What additional parking is available at the venue? e.g. for reporters

Has the truck got line of sight to satellites?