

# *Media Guidelines*

## **General Guidelines**

The Public Affairs Department is your point of contact to the access you need to make your stories, radio spots or photographs as authoritative and interesting as possible. We urge you to contact us as a first point of reference for any assignment that involves an event within the Bank's Conference Center. The more lead-time we have, the better the access we can provide.

*Media representatives must provide identification/contact information before receiving access to the Bank (e.g. business card, letter of assignment, published samples of editorial/news work)*

*Media representatives must provide broadcast and printed information of all stories covered within the Bank.*

## **Photographer Guidelines**

We are happy to assist photographers in getting photos of their event, its faculty, and staff. Photographs of the Federal Reserve Bank for publication are not allowed without prior permission from our office.

## **TV/Video Guidelines**

In all cases, camera crews must first receive permission from our office before taping or broadcasting on Federal Reserve Bank premises. Our representatives can help guide a video crew through the process of setting up a video shoot. We can help you determine where to set up and make the necessary arrangements with our federal law enforcement officers.

## **Radio Guidelines**

Our staff can ensure that radio shows get the best possible access and interviews, but prior permission must be obtained.

## **FRB Contact Information**

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