



Rebuilding Together Tulsa Special Events Media Policy

Thank you for choosing to be a part a Rebuilding Together Tulsa's (RTT) sponsoring volunteer event. Your time, support, resources, and dedication are invaluable to RTT and the homeowners we serve.

In order to ensure streamlining of RTT's mission on the event day, we ask that each team captain reads and agrees to abide by RTT's Special Events Media Policy. This policy is put in place to ensure the privacy and protection of our homeowners.

- ❖ Please do not give out the address of the homeowner your will be working at.
- ❖ Rebuilding Together Tulsa will be responsible for sending out all press releases pertaining to RTT volunteer projects. Please do not send a team specific press release to any media outlet. RTT will be responsible for directing incoming media and making all media contact on the event day.
- ❖ If a media spokesperson makes contact with you or shows up on your team's work site, contact Kelly Hall, RTT's Community Relations Manager, at 918-231-8805 immediately. The media will be directed to the appropriate location and/or Kelly will ensure there is an RTT representative on site to speak to the media.
- ❖ All volunteers on a Rebuilding Together Tulsa must be wearing a T-shirt. The RTT logo must be visible for all photography and media appearances. Each volunteer will receive a T-shirt on the day of the event upon completing the online volunteer waiver and designating a T-shirt size prior to the day of the event.
- ❖ If speaking to a media spokesperson, please refer to the information given to you in your team media packet (fact sheet and press release). Working together to portray RTT's mission, we have the opportunity to reach more deserving homeowners with repairs to make their homes safer, more secure, and weatherproof!

I have read and agree to comply with the above Media policies prior to, during, and after participating in a Rebuilding Together Tulsa event.

Signed _____ Date _____