



# 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 Freeman, Media Operations or dropped off at Town Hall. Please allow at least 24 hours 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:

- |  |   |
|--|---|
| <input type="checkbox"/> Annual Town Meeting                             | <input type="checkbox"/> Special Town Meeting                     |
| <input type="checkbox"/> Board of Health                                 | <input type="checkbox"/> Board of Selectmen                       |
| <input type="checkbox"/> Board of Water Commissioners                    | <input type="checkbox"/> Conservation Commission                  |
| <input type="checkbox"/> Charter Review Committee (July 2007 – May 2008) | <input type="checkbox"/> Community Preservation Committee         |
| <input type="checkbox"/> Finance Committee                               | <input type="checkbox"/> Planning Board                           |
| <input type="checkbox"/> Wastewater Management Steering Committee        | <input type="checkbox"/> Wastewater Validation & Design Committee |

Please Indicate the Date(s) of the Meeting(s): \_\_\_\_\_

\*\*\*\*\*

Paid: \_\_\_ Yes \_\_\_ No      Amount: \_\_\_\_\_      Number of DVD's: \_\_\_\_\_

Date DVDs Ready for Pickup: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Applicant Called: \_\_\_ Yes \_\_\_ No      Date Called: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date Picked Up: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Signature: \_\_\_\_\_