

From: [REDACTED]
Subject: KTLA Confirmation and Dr. Robert Watkins Never Chase A Paycheck Again on Monday, August 5 at 8:35am
Date: July 29, 2019 at 5:32 PM
To: TeeJ Mercer ★ Chief NoiseMaker ★ TeeJ@MediaMavericks.TV



Confirming your appearance/interview for The KTLA Morning News on Monday, August 5, 2019. Your segment is scheduled to air live at 8:35a.m. You should arrive at the KTLA Studios no later than 7:45a.m.

This document is not a formality. Please reply via email as soon as possible with all requested information below. Don't wait until the day before or morning of to submit info. It may drastically impact your segment/interview.

Provide any video clips in link form and ALL logos, images and photos in **hi-resolution jpeg attachments** with a minimum of 600kb resolution.

If this is a book interview, we require four copies of the book *****at least 3 days in advance***** for our anchors to prepare for the segment.

Equipment/Special Needs:

KTLA provides a makeup artist for touch-up only. Please come as camera-ready as possible. We do not have a hairstylist but we do provide a self-service hair station with flat iron, curlers, brushes and hair spray and gel.

If your segment requires equipment or any special needs, please email that information immediately. Please designate if you have any power/electrical needs.

As a courtesy to our guests and a necessity for our viewers, we will provide full screen graphic(s) at the end of the segment to promote you website, social media, event and/or book. You should provide all of the following: event date, time, and location, phone number and website. This graphic also needs jpegs of logos and artwork. **PLEASE SEND HI-RES JPEGs FOR ALL IMAGES**

Provide the names and titles of the on-camera spokesperson(s).

- 1.
- 2.

Please provide 4 to 5 SPECIFIC and DETAILED TALKING points in the order in which they will be presented in the interview/segment.

- 1.
- 2.
- 3.
- 4.
- 5.

Driveon Guest List: You must provide a security list of ALL THE NAMES of people who will be coming onto the KTLA lot for your segment. **Deadline is 48 hours before segment airs.**

- 1.
- 2.
- 3.

(add more if needed)

Directions to the KTLA Studios in Hollywood. Please use the Visitor Entrance at the Netflix/KTLA gate where you will be checked in at the guard gate and directed to the parking structure located on North [Van Ness](#) Avenue. For driving purposes: **Parking Garage street address is 1455 North Van Ness Ave in Los Angeles**

Directions to the KTLA Studios:

From Valley - Take the US-101 South. Exit Sunset Blvd. Stay straight and drive through the light at Sunset Blvd. This puts you onto Van Ness Avenue. Take the first right into parking structure with sign that says Visitor Parking. The guards will direct you to complimentary parking. Walk towards the elevators or stairs. The first floor P-1 opens onto our studio lot where you will exit the parking structure. **The route to our new Stage 6 will be to your immediate right.** Follow the signs to the front of **Stage 6.** A security guard will meet you at the front door of that studio. You should give them your name and the name of the producer who booked you. Producer will meet you in green room.

From Downtown - US-101 North. Take the Sunset Blvd exit. Keep RIGHT at the fork in the ramp. Merge onto West Sunset Blvd. At the first light, make a left onto Van Ness Avenue. Take the first right into parking structure with sign that says Visitor Parking.