I. **Policy:** In order to establish a consistent, unified presence, the President/CEO is the only individual allowed to participate in media unless otherwise assigned.

II. **Procedures:**

A. Refer all media requests to the Communications & Marketing department team.

B. The President/CEO should be the primary person to speak with the media. In the absence of the President/CEO, the Principal may speak with the media.

C. Any filming/photography of the building must be approved by the President/CEO.

Approved by: ____________________________  Date: 1/3/21

President/CEO