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**Interview Information Prep Sheet**

###### Please complete and return at least 2 days prior to scheduled interview.

May 23, 2018

**Production Date**

3:00-3:30 PM

**Time**

CharmTV Studios

**Location**

###### COMCAST OCAL EDITION

|  |  |
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| Guest Name:Title:Organization: (to appear on screen) | Steve Sharkey  Director  Baltimore City Department of General Services |

**Please refrain from discussing political races, fundraisers, speeches or events connected to a campaign**.

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| Website:Phone Number: Social Media Sites: (to appear on screen) | [www.generalservices.baltimorecity.gov](http://www.generalservices.baltimorecity.gov)  410-396-4361  Facebook - [www.facebook.com/BaltimoreDGS/](https://www.facebook.com/BaltimoreDGS/)  Twitter - @BaltimoreDGS  Instagram - @BaltimoreDGS  LinkedIn - [www.linkedin.com/company/baltimore-city-department-of-general-services/](http://www.linkedin.com/company/baltimore-city-department-of-general-services/) |

**Social Media Examples: Facebook, Twitter, Tumblr, Pinterest, etc.**

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| Name of Event:  **Date:**  **Time:**  **Location:**  (to appear full screen) | Code in the Schools and Department of General Services Student Showcase 2018  3/24/18  6:30-8pm  Impact Hub, 10 E North Avenue, Baltimore, MD 21202 |

**Event promotion is optional.**

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| **Photos:**  (no more than 4-5) | ***\*Include high resolution .jpg files as email attachment.*** |

**Including photos is optional.**

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| **Main Points:**  (3-4) topics to be discussed in the interview | Background of the program  Tech talent shortage in Baltimore City  What the students worked on during the program  DGS’s outcomes from the program  Expanding the program to other agencies/throughout the city. |

**A link from** [**www.charmtv.tv**](http://www.charmtv.tv) **will be shared with each guest.**