

# **Request for media coverage TV and Radio**

## **Overview**

Capture of organisations' events in order to prepare radio or television news items.

## **Who is eligible?**

Citizens and non-citizens.

## **How do I get this service?**

- Send a letter of request for coverage either through fax, post or by hand.
- Letter should state type of event, date, venue, and time.
- Confirm if letter has been received.
- Assignment Editor would then use his or her discretion on coverage of the event.
- The procedure is applicable for both radio and television mediums.

## **What supporting documents are required?**

A letter of request for coverage.

## **How long will this service take?**

One (1) working day.

## **How much does it cost?**

No cost.

## **Where can I get more information on this Service**

Department of Broadcasting Services

Private Bag 0060

Gaborone,

Botswana

Opening hours: 07:30 to 12:45 then 13:45 to 16:30, Monday to Friday except, public holidays

**Tel.** (+267) 365 3000

**Fax.** (+267) 365 3347

Email. [DBSPUBLICRELATIONS@gov.bw](mailto:DBSPUBLICRELATIONS@gov.bw)