

CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139

TEL. 498-9011

EXECUTIVE DEPARTMENT

ROBERT W. HEALY

City Manager

RICHARD C. ROSSI

Deputy City Manager

February 23, 1987

To the Honorable, the City Council:

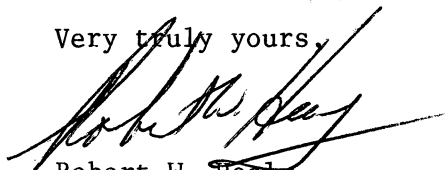
An initial test run of the new television facilities in the Council Chamber will take place at the Council Meeting of February 23rd.

This meeting will be videotaped from start to finish without editing. Councillors may review the tape in the following manner. A VCR and monitor will be set up in the Council Office during the week for viewing of the tape at any time.

Ned Casey of the Cable Office will be available to review the tape with Councillors or to answer any questions on Wednesday afternoon (February 25th) from 3:00 P. M. to 5:00 P. M. and on Thursday morning (February 26th) from 10:00 A. M. to 12:00 Noon.

The major consideration for this test is to remember the microphones. The microphones must be switched on while you are speaking. These microphones are sensitive so it is not necessary to be right on top of them to be heard. Conversely, if you wish to speak without being heard, remember to switch off your microphone.

Very truly yours,



Robert W. Healy
City Manager

RWH/mbf

AGENDA ITEM #10 *S-137*

Initial test run of the new television
facilities at the City Council meeting of
February 23, 1987.

In City Council,

February 23, 1987

Placed on File