



## **Media Policy for External Groups**

Sojourner Family Peace Center provides confidential services to those whose lives have been impacted by domestic violence. As such, we take the privacy and confidentiality of our clients seriously and ask that all external groups visiting the Family Peace Center also adhere to our confidentiality policy.

### **What must be provided and approved prior to any scheduled event:**

- A copy of any press release or media alert that you intend to send to media
- Any scheduled on-site media presence details (both inside and outside the building)
  - What media outlet is expected to come
  - Timeframe of when media is expected to come
  - Location of media activity (room, outside, etc.)
  - Activity (b-roll, interviews, etc.)

### **Protocol when media/videographers are on-site:**

- A member of Sojourner staff must be present
- There is to be no filming in hallways or other open areas (unless approved by Sojourner staff ahead of time).
- There is to be no filming of clients, their family members, or other visitors to the Center (unless approved by Sojourner ahead of time).
  - Please take special note of media filming outside in front of the main entrance, as this is where the majority of clients and visitors enter/exit the facility.
- Media must enter/exit the Center through the Walnut Street entrance.
  - Media must check-in with reception immediately.
  - Media must wait at reception to be escorted to the room/event (to ensure that media doesn't start filming in the hallways).

*Thank you for your consideration.*