



# LIVE and ON DEMAND Form

Contact Name:

Staff Div/Office:

Contact Email:

Contact Telephone:

**Please check which type of LIVE delivery below.**

- HHS LIVE Streaming <https://www.hhs.gov/live>  
When built, your event will appear on two separate pages:
- LIVE listing page that displays a listing of all upcoming events
  - LIVE channel streaming page to your specific event.

- HHS Facebook LIVE <https://www.facebook.com/HHS>  
When built, your event will appear on the HHS Facebook page

- Other  
If requesting another form of live delivery, please specify and provide a technical point of contact name and number:

What is the title of your event?  
*Space limit is 65 characters, including spaces.*

What date would you like the webpage to go LIVE?  
*Please note as soon as possible or a specific date and time.*

Please provide a short description of your event.  
*Space limit is 60 characters, including spaces. This description is shown on the listing page and it is also used for social media and search results.*

What detailed description would you like to appear on the live streaming page?  
*Space limit is 1,100 character, including spaces. The description can contain images.*

What is the date(s) of your event?

Start time(s) of the event (in ET)?

End time(s) of event (in ET)?

If you are posting your event agenda on another webpage, please provide the URL.

Please provide 5-7 keyword Tags.

Please choose up to **2 main topics** that will be covered in this event from the following list.

- |  |   |
|--|---|
| <input type="checkbox"/> Affordable Care Act               | <input type="checkbox"/> Holidays & Observances             |
| <input type="checkbox"/> Emergency Preparedness & Response | <input type="checkbox"/> Medicare & Medicaid                |
| <input type="checkbox"/> Fraud                             | <input type="checkbox"/> Mental Health & Substance Abuse    |
| <input type="checkbox"/> Global Health                     | <input type="checkbox"/> Prevention & Wellness              |
| <input type="checkbox"/> Grants and Contracts              | <input type="checkbox"/> Programs for Families and Children |
| <input type="checkbox"/> Health Care                       | <input type="checkbox"/> Public Health & Safety             |
| <input type="checkbox"/> Health Data                       | <input type="checkbox"/> Research                           |
| <input type="checkbox"/> Health IT                         |   |
| <input type="checkbox"/> HHS Administrative                |   |

Who is the intended audience for this event? Please choose all from the list below.

- |  |   |
|--|---|
| <input type="checkbox"/> Academics & Research        | <input type="checkbox"/> Consumers                  |
| <input type="checkbox"/> Grantees                    | <input type="checkbox"/> Health Care Professionals  |
| <input type="checkbox"/> HHS Employees & Contractors | <input type="checkbox"/> Human Service Professional |
| <input type="checkbox"/> Media & Journalists         | <input type="checkbox"/> Non-Government Employees   |
| <input type="checkbox"/> Public Policy Professionals | <input type="checkbox"/> Students & Youth           |

Please check which type(s) of **ON DEMAND** delivery below.

*(Standard turnaround time is 5-7 business days. \*Currently Instagram is limited to a 60 second video.)*

- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> • YouTube Channel USGOVHHS            | Date Required: <input type="text"/> |
| <input type="checkbox"/> • Facebook – HHS                      | Date Required: <input type="text"/> |
| <input type="checkbox"/> • Twitter - HHS                       | Date Required: <input type="text"/> |
| <input type="checkbox"/> • Instagram* HHS                      | Date Required: <input type="text"/> |
| <input type="checkbox"/> • Other Social Media Platform/Channel | Date Required: <input type="text"/> |

Special Instructions for Social Media On Demand Playback:

## HHS TV Contacts

Director of Broadcast Communications  
Michael Wilker  
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HHS TV Studio Manager  
Sam Nix  
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HHS TV Program Manager  
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HHS TV Production Manager  
Morgan Courbois  
202 205 3929  
[mcourbois@hhs.tv](mailto:mcourbois@hhs.tv)

HHS TV Office – Room 119F  
Television Studio – Room 107G  
Main HHS TV Studio Telephone Number: 202 690 6076

Once complete, please return this form to Karen and Morgan from HHS TV.