

Piazzetta Transmission Request  
Information Flow

1. Each Piazzetta sends transmission requests by FAX. These are usually requested in a block of several times at once, sometimes a single transmission.

2. When received, each FAX is placed into the yellow IN-BOX at the FAX machine for Laurence. No other person is allowed to take these FAX's.

a. Laurence types into TEACH TEXT any credits requested by Piazzetta, and notes it on the FAX.

b. Laurence makes one copy - for Kathy to see, and to file in the Piazzetta archive book and gives the original to Salvatore.  
REPEAT: ONLY LAURENCE WILL DISTRIBUTE THESE FAX'S.

c. Salvatore and/or Kathy look at the request, check content, etc. Kathy does not get any German Piazzetta, or WIEN requests.

d. Salve ONLY sends the information to Axel (credits, participant names, etc. are already typed into TEACH TEXT by Laurence).

2. Salve accumulates all transmission requests for the program schedule session, which is made each evening together with Katrin Brinkman.

a. Salve is responsible for giving the requests to other VGTV directors who make up the program schedule.

b. Kathy will make input into the Piazzetta requests from time to time, as many have been prearranged in PUBLIC PRESS NOTICES and locally, after many discussions with VGTV.

3. After the daily program schedule is determined and typed - the evening before the transmission - Laurence sends a copy via FAX to each Piazzetta that is scheduled. This gives the Piazzetta time if there is any misunderstanding.

a. Once the Piazzettas are confirmed, Axel or someone from upstairs, calls the Piazzetta and gives them their "special" phone number for transmission, from the numbers provided on the special form designed by Axel. Test times are arranged during that call. This tight timing is usually done the night before.