

Recording Equipment Guidelines for Plano City Council Meetings

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Due to the City's newly renovated council chambers, we established these guidelines for those who wish to record council meetings. The guidelines are designed to ensure decorum with minimal distractions, while providing designated areas for recording equipment used by the news media and public attendees.

Recording equipment refers to items larger than a tablet used for photography, video, and/or audio recording purposes (e.g., tripods).



- Recording equipment space is designated in the back row (left facing entrance) of the Council chamber. If necessary, an additional designated area will be provided in the back row of the other side (right facing entrance) of the chamber, as space allows.
- Individuals can only set up recording equipment in designated areas inside the Council chamber.
- Recording equipment is not allowed on the chamber floor.
- The ADA designated seating areas are solely intended for use by individuals with disabilities and their companions.
- Individuals are prohibited from blocking the aisles and exits, as well as obstructing the view of others in attendance.
- If a meeting is in progress, enter, set-up, and leave as quietly as possible so as not to cause any disruptions or distractions.
- A mult box will be provided for meeting audio feed. Please use wireless transmitters if you have them.