***Storyboard Example***

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| Video Time | Comments | Audio |
| 0:00 | *Graphic with title and UA Cooperative Extension Logo* | Background music – audio - 12 |
|  | UA Staff on screen in UA logo shirt in the hallway | Hi, my name is Stevi Zozaya. In order to keep University of Arizona Cooperative Extension faculty, staff, students, volunteers, and the general public safe and prevent others from becoming sick with COVID-19, it is important for EVERYONE participating in UA Programming to follow UA Cooperative Extension policies and procedures. |
|  | Video recorded – Someone putting on a face mask/standing 6 feet apart while talking | We understand, that for some , wearing a face covering or staying more than 6 feet away from one another is not only challenging, but may go against their principles.  Please know the UA is committed to supporting ALL of our stakeholders **(participants?)** with continued education and learning opportunities. We are making efforts to accommodate stakeholders with alternate programming strategies if they are unwilling to or cannot comply with UA Cooperative Extension policies. |
|  | Stock footage – someone on a computer  Stock footage – someone on the phone  Video recorded – screen recording of Coop ext FB page scrolling | One example is conducting webinars through Zoom or other platforms instead of hosting in-person meetings.  We are also providing “office hours” where stakeholders can call into our office to ask questions.  Additionally, with the use of social media, UA Cooperative Extension staff continue to offer unique and valuable programming. |
|  | Graphic with words:   1. UA Cooperative Extension Policies 2. Reiteration of said policy 3. Alternate Programming options 4. Accommodations to keep everyone safe | Before choosing to participate in a UA Cooperative Extension program or activity, please remember these steps.  1. You will kindly be reminded of the UA Cooperative Extension Policies well in advance of the programming, including stakeholder expectations in writing.  2. Upon arrival to a UA facility, location, or program, the policies will be reiterated to you.  3. In the event that you are un-able to comply with UA policies, Cooperative Extension staff will make efforts to provide alternate programming means of delivery.  4. You may be politely asked to make appropriate accommodations in order to keep everyone safe and align with UA policies. |
|  | *Show UA Staff talking and UA Cooperative Extension Logo* | This can be challenging, and we know most of our clientele are happy to comply with UA Cooperative Extension policies, but that there will be a few that cannot or will not.  If you feel like you need help, please reach out to your County Extension Director, Department Head, Division Director, or Center Director for support.  Remember -- to protect yourself and others from becoming sick, we ALL must work together.  Mask up and bear down! |
|  | *Graphic with title and UA Cooperative Extension Logo – fade out to black* | Background music – audio - 12 |