



PROGRAM PROPOSAL

****Please submit AFTER you've taken the Producers Certification****

Please allow 72 hours for processing.

STAFF USE	
Proposal ID #	_____
Due Date	_____
Completed	_____

Date Submitted _____
 Producer's Name _____
 Parent / Guardian if minor _____
 Address _____ City / Zip _____
 Home Phone _____ Work Phone _____
 E-mail: _____

Non-Profit Organizational Affiliation _____

A show can qualify as a series after three completed episodes are turned in. At least one episode a month must be turned in from that point on in order to maintain a series slot. Are you working towards making this show a series, or is it a special, one time production?

- This is a one time only, special production.
- This is my first show towards qualifying for a series.
- This is my second show towards qualifying for a series.
- This is my third show, and I will be maintaining a series after this episode.

Program Title _____ **Planned Length** _____

*NOTE: If you change the name of this project, please notify the Operations Coordinator
If this is a "Series Production" it can be up to 28.5 minutes for 1/2 hour slots or up to 58.5 minutes for 1 hour slots.*

Do you have previous production experience? Yes No

This is my first CTV Production

Type of Show (check one)

- Documentary Education Public Affairs Music Religion Health Food
- Talk Show Sports PSA (Public Service Announcement) Lecture Environmental
- Entertainment Event Variety Election Demonstration Arts

Description of Program Content: _____

Type of Production (Check all that apply)

- Single Camera Field Edited Multi-Camera Field Studio

Equipment & Facilities Needed for your Project (Check all that apply)

Editing: Final-Cut Pro Dubbing Cart

Field: Camera Audio Lighting

Studio: LIVE or TAPED

Field Production:

If you're doing a field production, list the crewmembers who will be assisting you.

NOTE: ALL CREWMEMBERS MUST BE CURRENT CTV MEMBERS AND CERTIFIED IN THE EQUIPMENT THEY'RE USING.

Name: _____ Equipment: _____ Phone: _____
Name: _____ Equipment: _____ Phone: _____
Name: _____ Equipment: _____ Phone: _____

Studio Production:

If you're doing a studio production, list the crewmembers who will be assisting you.

NOTE: ALL CREWMEMBERS MUST BE CURRENT CTV MEMBERS AND CERTIFIED IN THE EQUIPMENT THEY'RE USING.

Name: _____ Equipment: _____ Phone: _____
Name: _____ Equipment: _____ Phone: _____
Name: _____ Equipment: _____ Phone: _____
Name: _____ Equipment: _____ Phone: _____
Name: _____ Equipment: _____ Phone: _____

Note: If you're looking for volunteers, talk to an Access Facilitator. There is a list of people who want to volunteer on other people's shows in Check Out.

Will you be needing staff assistance? Yes No

What kind? _____

Underwriting: (Attach a copy of your Underwriting agreement to your Program Proposal)

Please list all Underwriters and how much you will receive in trade or payment, per show)

Underwriter: _____ Trade: _____
Underwriter: _____ Trade: _____
Underwriter: _____ Trade: _____

Third Party Agreements: (Attach a copy of your Third Party Agreement to this Program Proposal)

Payments being received (per show) from a Third-Party for this Production? _____

Sales Distribution Agreement (Attach a copy of your Sales Distribution Agreement to your Program Proposal)

Do you plan to distribute this program? Yes No

STAFF USE ONLY

Date of Production Certification: _____

Date of Studio Production Certification: _____

P E G STAFF ASSISTED PRODUCTION: _____

STAFF/ED APPROVAL: _____ DATE: _____

COMMENTS: _____

DEADLINE: _____

STATUS: DISCONTINUED ON-HOLD COMPLETED



Program Proposal Information

PLEASE READ THIS BEFORE YOU BEGIN FILLING OUT YOUR PROGRAM PROPOSAL

Thank you for your interest in submitting programming. Community Television depends on producers like you to promote free speech, provide public interest programming and foster diverse points of view.

This form is intended to be a roadmap for your production, and a way for us to get the information we need to help you. It is not intended to limit you in any way. If plans for your program change, or if any information on this form changes, please let us know.

Please note that as a Community Television member you may not receive payment for the production of this, or any other program produced with Community Television resources without first filing a Sponsorship Agreement (see Section V, G-I in rules), a Third Party Agreement (see Section IV, H in rules), and/or a Sales Distribution Agreement (see Section III, F-6) in rules), depending on the nature of the payment. Details on these requirements are included later in this form. You are strongly encouraged to read and review each of these rules because breaking one of them could result in a major or minor violation.

Equipment & Facilities Needed

Editing:

Editing time can be reserved up to 4 weeks in advance for individual program producers and 13 weeks for series program producers. Editing time is limited to:

- No more than four four-hour sessions per week.
- No more than 24 hours per calendar month per certified user.
- No more than 32 hours per month per approved program proposal.

(See Section IV, E-2 in rules)

Field Production:

Field gear may be reserved up to 4 weeks in advance for individual program producers and 13 weeks for series program producers. A typical field equipment check-out is 24 hours. Field equipment may not be checked out in excess of 48 hours unless a written request justifying the need has been approved by the Operations Coordinator or Executive Director. A certified user is limited to four single-camera field equipment uses per calendar month unless agreed to by the Executive Director within an accepted program proposal. (See Section IV, E-2 in rules)

Studio Production:

Unless otherwise authorized by staff, a maximum of two studio sessions may be scheduled per week. The studio may be reserved up to four weeks in advance but no less than one week in advance for individual program producers. The studio may be reserved up to 13 weeks but no less than one week in advance for series program producers. Reservations made less than one week in advance may be considered for approval by the Operations Coordinator or Executive Director. (See Section IV, E-2 in rules)

Dub Cart:

The dubcart is available for logging footage and for making dubs. As a producer you are allowed to make an "initial copy" of your program at no charge. You may also make a "cablecast copy" for playback on CTV channels. If you require additional copies, please talk to a staff member. (See Section III, F in rules)

Underwriting, Third-Party Agreement, Sales Distribution Agreement

Sponsorship:

Sponsorship happens when an individual, company or organization agrees to make a contribution toward the cost of your production. In exchange for this contribution you may place a 30 second announcement at the beginning or end of your program where you give factual information about the sponsor. The first \$100 in sponsorship you receive for each production is yours to keep. **Fifteen percent (15%) of only those sponsorship funds totaling over \$100 (exclusive of goods and services) must be paid to Community Television.** If your program contains underwriting credits, you must provide a signed sponsorship agreement for each underwriter. This form is available in the lobby and on our website at www.communitytv.org. (see Section V, G-I in rules)

Third Party Agreements:

As a member you may be paid by a third party (someone not involved in the production) for labor and/or production costs associated with a program. Rather than providing partial support for a program, **like sponsorship typically do, third-party** contributors pay for the bulk of the cost of a production. The show would not exist without the third-party. They are paying to have the program produced.

If the third party contributor is a member and the program's producer, third party agreements do not apply. You must submit a Third-Party Agreement to Community Television prior to receiving any funds. **Twenty-five (25%) of all payments you receive from a third-party must be paid to Community Television.** The Third-Party Agreement is available in the lobby and on our website at www.communitytv.org. (see Section IV, H in rules)

Sales Distribution Agreement:

If you plan to distribute your program you must notify Community Television and you must fill out a Sales Distribution Agreement. Copies of this form are available in the lobby and on the website at www.communitytv.org. If you distribute your program, the first \$100 of what you receive is yours to keep. Fifteen (15%) of everything over \$100 must be paid to Community Television. (see Section III, F-6 in rules)