



PROGRAM PROPOSAL

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

Please allow 72 hours for processing.

Date Submitted _____

Producer's Name _____

Parent / Guardian if minor _____

Phone _____ Work Phone _____

E-mail: _____

STAFF USE

Proposal ID # _____

Due Date _____

Completed _____

☐ On-Going Series Established

Program Title _____

NOTE: If you change the name of this project, please notify the Operations Coordinator

☐ This is a one time only production. ☐ This is my first show towards qualifying for a series.

Description of Program Content: _____

Do you have previous production experience? ☐ Yes ☐ No

Planned Length _____

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. 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.

You will have 6 months from the date of approval to complete your project. After 6 months, your access to equipment and facility will be rescinded.

CTV staff would like to see you succeed. If you feel you can not complete your project on time, check in with the Operations Coordinator to discuss your options.

EQUIPMENT USAGE

Type of Production (Check all that apply)

☐ Single Camera Field ☐ Multi-Camera Field

☐ Studio ☐ Edited

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

Field Production: ☐ Camera ☐ Audio ☐ Lighting

Studio Production: ☐ LIVE or ☐ TAPED

Editing: ☐ Final-Cut Pro ☐ Dubbing Cart

**Be sure to have us list any and all crewmembers working on your program as crew in the database.
ALL CREWMEMBERS MUST BE CURRENT CTV MEMBERS AND CERTIFIED IN THE EQUIPMENT THEY'RE USING.
If you're looking for volunteers, talk to an Access Facilitator or Operations Coordinator.**

Do you have an Underwriting Agreement? ☐ Yes ☐ No

(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)

Do you have a Sales Distribution Agreement, or do you plan to distribute this program? ☐ Yes ☐ No

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

Is there a Third Party Agreement? ☐ Yes ☐ No (Attach a copy of your Third Party Agreement to this Program Proposal)

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

POLICY REMINDER: Please read and sign the following before submitting to the Operations Department.

I understand that as an independent producer, I assume full responsibility for the content of all program material cablecast and will ensure that such program material only includes protected, non-commercial content, all of which I have permission to use. I understand that per CTV's policies, using CTV equipment for the purpose of making a profit, including charging guests or covering events for profit is strictly prohibited. I agree to grant to CTV non-exclusive unlimited rights to cablecast or to post on the web any program I submit.

Producer _____ Date _____

Operations Coordinator _____

Over ---->

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.

Sponsorship, 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)

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)