



COMMUNITY TELEVISION OF SANTA CRUZ COUNTY
REQUEST FOR PRODUCTION SERVICES

Date of request: _____ Received by: _____

Organization: _____

[] One time Event [] Public Service Announcement (PSA) [] Mini-Documentary (Attach Contract)

[] Other Please describe the event, and attach a press release or flyer _____

Event to be covered: _____

NOTE: This is the actual title that we will name the production

Date of Event: _____ Start time: _____ End time: _____

Location of Event: _____

Contact Person: _____ Title: _____

Phone# _____ Cell: _____

E-mail: _____ Best times to reach: _____

Production Fees (a standard event is usually 2 hours)

Table with 2 columns: Production Fee Description and Price. Includes items like Single Camera shoot and edit, Two Camera shoot and edit, Three Camera Tricaster shoot and edit, CTV HD Production Truck shoot, Studio Production, and Mini Docs and special production.

We encourage your organization to seek out people and businesses in the community to sponsor your events by contributing to the production costs. Their company logo can appear at the end of the program. For certain events, CTV is able to waive some of these costs. If you are unable to pay the full costs, please indicate how much you can contribute and we will contact you. Save 10%! Ask about our Non-Profit Organizational Membership.

- We ask for two to three weeks notice for your request.
• Release forms are available for persons appearing in video, and must be signed prior to taping.
• It is important that people appearing on camera know that they are most likely going to be seen on television.
• Final edited programs will be shown on Community Television channels and on the internet.
• Contributing organization will receive one DVD copy of final edited program. (Additional copies can be purchased from CTV).
• Editorial and duplication rights are reserved by CTV. We do not give the raw footage or the master tape out.
• Please use our full name (Community Television of Santa Cruz County) and/or official logo in publicizing your event. (Our graphics are available upon request)

See other side for Steps To Ensure A Successful Production

Signature of person authorizing payment _____

Print Name: _____

ORGANIZATION: _____

ATTENTION: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

Please send your contribution to:
COMMUNITY TELEVISION OF SANTA CRUZ COUNTY
816 PACIFIC AVENUE
SANTA CRUZ, CA 95060
PHONE: 831 425-8848 Ext. 21 FAX: 831 425-3958

Steps To Ensure A Successful Production

Planning is everything! If you have a good idea of what you want to achieve, we can work with you to make it happen.

Once you make the request, be prepared to answer the following questions:

- Do we have permission (a signed release) from the speakers allowing CTV to play the event on our channels and on the Internet? (CTV Talent Release form available upon request). If there are children appearing on camera, we will need these forms signed by parents or guardians)
- How many speakers will there be?
- Will there be a PA system? (CTV is not responsible for the house sound system)
- Will the speakers be sitting at a table (as a panel), walking around the stage, or speaking at a lecturn?
- Are there any presentations (Powerpoint, slide show, video – we will need to have digital copies of this before we can edit the program.)
- Will there be Q&A? Q&A works best (for TV) when the questions are read from cards and answered during the presentation. Questions shouted out from the audience are not heard and the answers often don't make sense to the viewer.
- The name of your program. Names that are too long may have to be modified to fit in the TV listings.

For all other production, contact Kathy D'Angelo (kathy@communitytv.org). We'll create a production plan just for you.