

Date Rec'd _____
Staff Rec'd _____
Project # _____
Staff Assigned _____

MASTER PROJECT PROPOSAL FOR THE COMMUNITY CHANNEL

This proposal must be filled out correctly, completely and legibly.
 Please bring the proposal to an Operations Manager and have them initial their receipt of the proposal.
 This proposal represents the minimum expected level of planning for a program appearing on The Community Channel.
 The proposal will be looked over by an Operations Manager.
 More information or confirmation of information may be requested.
 The producer may call 48 hours after submission of the proposal to check on approval.
 After the proposal has been approved, a reservation may be made.

Producer/Organization _____.

Organizational Representative _____.

Address _____ City _____ Zip _____.

Home Phone _____ Office Phone _____.

Project Title _____.

Project Description (for newsletter) _____.

_____.

_____.

Planned Frequency of Programs (circle one) Weekly Twice-a-Month Monthly

Planned Length _____ min. (maximum length: 58 minutes)

Production Type (circle only one)

EDIT ONLY MPACT PORTABLE PVOM STUDIO CUSTOM (ATTACHED)

Production Allocation (circle only one)

EDIT ONLY MPACT PORTABLE PVOM STUDIO CUSTOM (ATTACHED)

Production Format (circle only one)

DRAMATIC DOCUMENTARY GAME SHOW HOW-TO INSTRUCTIONAL MAGAZINE

MUSIC VIDEO NEWS ONE-ON-ONE INTERVIEW PANEL DISCUSSION VIDEO ART

OTHER (DESCRIBE)

Summarize the expected reservations for this project (e.g., 3 camera checkouts & 12 hours of editing, etc.)

List ALL Crew (and their position) for whole production (Must be certified & active)

_____.	_____.
_____.	_____.
_____.	_____.
_____.	_____.
_____.	_____.
_____.	_____.
_____.	_____.
_____.	_____.
_____.	_____.
_____.	_____.
_____.	_____.
_____.	_____.

Any deviations from this list must be pre-approved by an Operations Manager.

Describe the visual elements of the production (e.g., overall look, number and kinds of shots, descriptions of sets, map of cameras & sets, etc.) Attach information as needed (BE SPECIFIC & COMPLETE)

Describe the nature of the audio you will be recording (e.g., a band with 4 instruments & 2 voices, a 20-person choir or a public forum with speakers & questions from the audience) (BE SPECIFIC & COMPLETE)

Who will oversee the audio? _____.

How will you handle the audio elements of the production (e.g., type and number of mics, live calls, lines into audio board, outside sources, etc.) Attach info as needed (BE SPECIFIC & COMPLETE)

At what location(s) will the production be shot? _____

Do you have permission to shoot on the location? _____ Name of Contact _____

List ALL talent appearing on program (and their phone numbers)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Attach list for additional talent if needed. Attach approvals for ALL talent.

List all elements that will be added during the editing process (e.g. music, voice over, CG, graphics, etc.)

Who is the Target Audience for the Program (BE SPECIFIC)

What is the Main Message of your Program (BE SPECIFIC)

How will the Program Convey your Message? What will happen on the Program? _____

List the Timeline for a Typical Program (in minutes) List all Segments & what is Between the Segments

_____.	_____.
_____.	_____.
_____.	_____.
_____.	_____.
_____.	_____.
_____.	_____.
_____.	_____.
_____.	_____.
_____.	_____.
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_____.	_____.
_____.	_____.
_____.	_____.
_____.	_____.
_____.	_____.

Attach list of further segments if needed.

What back-up plans do you have if there is a problem with a shoot? _____

What would you like to see as a result of your Program? _____

Reminder: Be sure to include all necessary attachments when turning in the Project Proposal! (circle all)

Prod. Type	Prod. Allocation	Visual Elements	Audio Elements
Site Survey	Talent Approvals	Story Elements	Other

Default Reservation: Main/first reservation for program (i.e., 1st & 3rd Tuesday, etc.)

Res. Start Day _____ Res. Start Time ____:____ am pm

Res. End Date _____ Res. End Time ____:____ am pm

Facility/Equipment (circle one)

Edit Suite Canon XL-1 Hi-8 Dockable MPACT Main Studio PVOM1 PVOM2

I assert:

- 1) the program will contain no advertising material designed to promote the sale of commercial products or services, or material which identifies any product, service or trademark or brand name in a manner which is not reasonably related to the non-commercial use of such a product, service, trademark or brand name on the program,
- 2) the program will contain no direct solicitation or appeal for funds or other things of value for any and all purposes,
- 3) the program will contain no political endorsements or advertising by or on behalf of candidates for public office,
- 4) the program will contain no obscene or sexually explicit conduct as defined by local, state or federal laws or contain programming that falls under MATA Community Media's Adult & Potentially Offensive Programming policy,
- 5) the program will not constitute or promote lottery information or gambling enterprise in a manner which is in violation of any applicable local, state or federal laws.
- 6) the program will not contain material soliciting or promoting unlawful conduct,
- 7) the program will not contain materials which constitute libel, slander, invasion of privacy or public rights, unfair competition, violation of trademark or copyright,

I will obtain all approvals, clearances, licenses, etc. before the program is turned in for playback. I acknowledge that the use of MCM's equipment, facilities and channels are for public access non-commercial use only, unless otherwise stated.

I acknowledge my responsibility as the main producer of this program. I give MCM/NSCC license to use my completed program for any nonprofit use as described in MCM policy PT-8904(3).

Producer Signature

Date

MCM Approval

Date