

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

MINI-PROPOSAL FOR THE COMMUNITY CHANNEL

Master Program Proposal must already be approved

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 _____.

Has Your Address or Phone Number Changed? _____.

Project Title _____.

Episode Description _____.

_____.

Start Date ____ / ____ / ____.

Planned Playback Date ____ / ____ / ____.

Should We Make a Reservation Using the Master Program Proposal Default Reservation? _____.

List All Deviations from Master Program Proposal
 (length, production type, format, etc.)

_____.

_____.

List Any Crew For This Program Not Included in the Master Program Proposal (Must be certified & active)

_____.

_____.

Do you have permission to shoot on 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 the Timeline for the Program (in minutes) List all Segments & what is Between the Segments

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

Attach list of further segments if needed.

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