

The Peoples Channel Program Proposal

The purpose of the Pre-Production Contract is to help both the producer and TPC staff define the parameters of the production process. It is to help the producer and the TPC staff plan together what needs, resources, and time the production will take from idea to cablecast.

"...public access producers using The Peoples Channel equipment and facilities are required to hold a pre-production meeting with a staff member. This meeting is to assist producers in planning their program and to facilitate effective use of equipment and facilities. Completing a Program Proposal will be a part of this initial pre-production meeting. Series producers must complete a Series Proposal. Persons under age 18 must also have a parent or guardian sign their proposal. Unless prearranged, users must complete their current project before beginning a new production." TPC Policies and Procedures (pg. 3, Sec. II, paragraph A)

Producer

Sponsor (Note: if you are a sponsor, please ignore the shaded areas.
Also, please be sure that your contact information tag appears at the end of each program submitted. Thanks)

Producer/Sponsor: _____ **Ph:** _____ **Date:** _____

Program Title: _____

Email: _____ **Co-Producer:** _____

Organization _____ **Funding:** Grant Internal Outside Producer Other

Start Date: _____ **Planned End Date:** _____ **Close Date:** _____ **Budget: \$** _____

One-shot: ___ **Series:** ___ **If series, frequency:** _____ **Estimated # of programs planned:** _____

Briefly describe program: _____

Subject

(please circle one)

Educational - Entertainment - Film Festival - Health

Informational - Local Affairs - Music

NC Related - PSA - Public Affairs - Soapbox - Spiritual

production type

(please circle one)

Audio Editing Field

Studio Graphics

Lighting Other

Please mark the number of estimated check out days for specific equipment, and estimated hours for editing which will be needed to complete a single show.

Field Camera: _____ (\$70/day)

Light Kit: _____ (\$48/day)

Tripod: _____ (\$10/day)

Microphone: _____ (\$5/day)

Complete Studio: _____ (\$150/hr)

Mac Edit Bay: _____ (\$20/hr)

PC Edit Bay: _____ (\$20/hr)

Kron Edit Bay: _____ (\$10/hr)

The Peoples Channel realizes that these times are estimates. The purpose is help you understand how much time and planning is needed to produce a single television program. By signing below, you agree to try and work within these guidelines. If a program is not created within the above time frame, TPC staff will work with you to better understand the production process and what it will take to complete your show.



Producer/Sponsor: _____ **Date:** _____

Staff use only

Entered by: _____ Date: _____

Program sponsors do not need to fill this page out

The Peoples Channel Program log

Estimated Equipment/ Studio Days: _____

Equipment Check-out/Studio Dates:

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

Estimated Editing Hours: _____

Editing Dates:

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

