

# UVC-TV 19 PRODUCTION PROPOSAL

## BEFORE YOU SUBMIT YOUR PROPOSAL:

- You need to be a current ACCESSED MEMBER to use UVC's equipment.
  - ACCESSED MEMBER: The annual membership or reactivation fee has been paid. You have taken the 2 basic workshops—basic camera and digital editing.
- All crew members must be current ACTIVE members.
  - ACTIVE MEMBER: The annual membership or reactivation fee has been paid.
- Please make sure you contact all performers before you submit your proposals. UVC airs ALL productions taped.
- All music and images are free from copyright (UVC has a CD library that can be used for film soundtracks).
- No intentional illegal acts may be performed for or committed by the use of UVC-TV 19 equipment.
- Any programs unsuitable for children will be aired between 11 p.m. and 6 a.m.
- It may take up to a week for approval of your production request, please take this time into account when submitting your proposal.

## CONTACT:

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Phone \_\_\_\_\_ e-mail \_\_\_\_\_

Student ID # \_\_\_\_\_ Date finished program will be submitted to UVC \_\_\_\_\_

CURRENT UVC-TV 19 accessed member:  Yes  No

If YES, what workshops have you completed? (check all that apply):

Basic Camera  Advanced Camera  Editing

## PRODUCTION DETAILS:

Working Title \_\_\_\_\_

Date(s) of Production \_\_\_\_\_

Location(s) \_\_\_\_\_

Indoor  Outdoor  Both

Number of episodes \_\_\_\_\_ Estimated length of each episode \_\_\_\_\_

Description of Production (attach additional paperwork if necessary):

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**\*\*Please be aware that any person appearing on camera must sign a release form. If there are any special speakers, performers, guests that will appear on camera, please provide them with the "Talent Release Form" before taking out equipment. It is your responsibility to get signed release forms to UVC before the event. Forms are available in UVC offices and online at [www.uvctv19.com](http://www.uvctv19.com)**

Approximate # of persons needing to sign release: \_\_\_\_\_

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- MORE INFORMATION ON OTHER SIDE -

## LEGAL:

I \_\_\_\_\_ understand that I am responsible for the described program, certify that this program is for non-profit purposes only and that I am in no way profiting in the creation of said program. Furthermore, I understand that I am responsible for insuring that the production is in compliance with all legalities regarding copyright, trademark, libel, slander, defamation, and obscenity. As an Accessed Member of UVC-TV 19, I am responsible for the care and safety of all UVC equipment used in the production of this program. I also understand UVC-TV's policies regarding these and will follow them including: obtaining signed permission from all performers appearing in the video show and certifying that no copyrighted material is included without written permission from the copyright holder. I agree to submit a copy of the final program to UVC-TV-19 for showing on Housing Services Cable Network channel 19 and/or the UVC-TV19 website.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### OFFICE USE ONLY

Today's Date \_\_\_\_\_

Approved

Not Approved

Production Coordinator or Advisor \_\_\_\_\_  
(signature)

Comments:

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