

# BERKELEY COMMUNITY MEDIA



## Program Proposal

YOU MUST TAKE THE FREE PRE-PRODUCTION WORKSHOP BEFORE YOU SUBMIT THIS FORM

FIRST TIME PRODUCER? Yes  No

BERKELEY RESIDENT  Yes  No

NAME OF PRODUCER/SPONSOR \_\_\_\_\_ HOME PHONE \_\_\_\_\_

NAME OF PROGRAM \_\_\_\_\_

PROGRAM DESCRIPTION (FOR BCM NEWSLETTER): \_\_\_\_\_

Live  Taped

FACILITIES NEEDED: Linear Editing Non-Linear Editing Field Cameras Studio A Express Studio

LENGTH OF SHOW: 28 minutes 58 minutes 1 hour 28 minutes Other \_\_\_\_\_

ADULT PROGRAMMING (Only check if program contains adult content)

DATE TO COMPLETE PROGRAM (Must be TWO months or less from today's date): \_\_\_\_\_

PLEASE NOTE: If approved, you will be permitted to reserve:

- FOUR cameras during this two-month period (Two days per check-out, reserved in person at front desk)
- THIRTY hours of editing time for the duration of the project (No more than 5 hours per session and 10 hours per week reserved ahead of time)
- ONE 20 GB allotment on an external drive for non linear editing (It is your responsibility to make sure you do not go over this allotment. If you save anywhere other than on your folder, your media may be deleted)

**A program proposal must be submitted and approved by an authorized staff person before you can reserve equipment.** Your progress will be checked on or around this date. If you do not complete your program in a timely manner, you may receive a minor violation and will be unable to begin another project before you have submitted this one for cablecast. Producers may only submit and work on one program proposal at a time. This project must be completed and tape submitted for playback before a new program proposal may be submitted.

I, the undersigned, have read, understand and agree to comply with the rules and regulations outlined in the BCM Rules and Procedures Handbook. I accept full responsibility for any equipment and/or facilities that I use while a member of Berkeley Community Media. I agree to abide by the BCM rules and procedures concerning equipment usage, check-out and return. I understand that I am responsible for any theft of or damage to the equipment or facilities while in my possession or in the possession of crew/guests. This may include the cost of repair or replacement. **I also understand that any program I produce using BCM facilities must be submitted for cablecast.**

Signature \_\_\_\_\_ Date \_\_\_\_\_ Approved by \_\_\_\_\_

FOR STAFF USE ONLY:

PROGRAM PROPOSAL #: \_\_\_\_\_

Put on Hold  Declined Reason \_\_\_\_\_

Completed on \_\_\_\_\_  Incomplete Notes \_\_\_\_\_