



**Davis
Community
Television**

Production Proposal

Must be filled out by a DCTV Volunteer Producer (VP) before any reservations for equipment, editing or studio time.

Project Title: _____

Name: _____ **Phone:** _____

Email: _____ **Alt. Phone:** _____

Today's Date: _____ **Estimated Completion Date:** _____

Type of Production:	Studio	Field	Editing Only	
(circle all that apply)	Live	Single Program	Multiple Programs	
Workshops Taken:	Studio	Edit	Field	HOP

Description:

Special Arrangements: _____

Special Note for Productions taped on the UC Davis Campus:

By contract the University of California at Davis requires Davis Community Television to obtain special clearance to videotape an event occurring on the UC Davis campus. Please see DCTV staff for details on how to obtain this clearance. Please allow ten days in advance of the event to obtain the clearance. Do not contact UC Davis or UC Davis departments directly for permission.

In signing this form I agree to the following:

1. This program will not violate any of DCTV's programming guidelines as noted in section 3 of *DCTV's Rules and Procedures*.
2. This program will conform to all technical guidelines as noted in subsection 3.10 of *DCTV's Rules and Procedures*.
3. I will complete this project in a timely manner.
4. I am a current member of DCTV in good standing.

VP/Sponsor Signature: _____ **Date:** _____

DCTV Staff Signature: _____ **Date:** _____

Official Use Only

Follow-ups: _____

Completed Title: _____ Completion Date: _____

Filename: production proposal.doc

Updated: 7/12/2004

Official Use Only

Project Title:

Optional Production Worksheet

What impact do you want the program to have? In other words, please describe what specific message you are going to communicate. ("After viewing the program, each viewer will be able to... or the viewer will know...") _____

Who is your target audience (i.e. Deadheads, Political Junkies, Homeowners, Teens, etc.)? _____

What kind of graphics might be helpful? _____

Tips for a successful program:

1. White balance the camera.
2. Be aware of what is behind your subject (i.e. having subject in shade and background in sun will look bad.)
3. Shoot to edit. Get only the footage you need.
4. Write down who you want to thank in the credits, get talent releases.