

Project Manager

TV PROGRAM PROPOSAL FORM

Note: Programs are to be completed within 90 days of facility or equipment usage

Membership Information

Name: _____ Member ID: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ / _____ / _____ Email: _____

Program Information

Program Title: _____

Program Description: _____

Objective: _____

Target Audience (Example: Demographic, Area of Interest..i e Artist, Teacher, Organization, Age..)

Estimated Run Time: ½ Hour 1 Hour 1 ½ Hour 2 Hour

Studio Production Information

Member Produced Program

Note: Member produces his/her own program, i.e., scripting, staging and recruiting his/her own crew from DCTV's list of volunteers.

Member Produced/DCTV Assisted Program

Note: Member produces his/her own program, i.e., scripting, staging and recruiting most of his/her own crew from DCTV's list of volunteers. Member may request the assistance of a DCTV staff member for a particular crew position, for a fee.

DCTV Produced Program

Note: DCTV produces member program, i.e., scripting, staging and recruiting. Member is still listed as producer in end credits.

Field Production Information

Member Produced Program

Note: Member produces his/her own program, i.e., scripting, field staging and recruiting his/her own crew from DCTV's list of volunteers. Member must be DCTV certified in Field Tech.

Member Produced/DCTV Assisted Program

Note: Member produces his/her own program, i.e., scripting, field staging and recruiting most of his/her own crew from DCTV's list of volunteers. Member may request the assistance of a DCTV staff member for a particular crew position, for a fee. Member must be DCTV certified in Field Tech.

DCTV Produced Program

Note: DCTV produces member program, i.e., scripting, staging and recruiting. Member is still listed as producer in end credits.

Editing Services Information

Member will edit his/her own program

Note: Member must be DCTV certified in Basic Editing.

Member will have another member edit his/her program

Note: Member must be DCTV certified in Basic Editing.

Member requests a Staff Editor

Note: There is a fee for this service.

Studio Equipment & Props

Note: # = How Many

Studio

Crew Required

- | | | | |
|-----------------------------------|---|--|---|
| <input type="checkbox"/> 1/2 Day | <input type="checkbox"/> Director | <input type="checkbox"/> Character Generator | <input type="checkbox"/> Camera # _____ |
| <input type="checkbox"/> Full Day | <input type="checkbox"/> Technical Director | <input type="checkbox"/> Floor Manager | <input type="checkbox"/> Teleprompter |
| <input type="checkbox"/> Lighting | <input type="checkbox"/> Audio | <input type="checkbox"/> Production Assistance | <input type="checkbox"/> Tape Operator |

Props: Mics, Chairs, Plants, Etc.

Use reverse side to add additional information

Field Equipment

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Camera
W/ Battery & AC Adaptor
___ Headphones | <input type="checkbox"/> Tripod | <input type="checkbox"/> Mics:
___ Wireless Lav
___ Hardwire Lav
___ Wireless Handheld
___ Hardwire Handheld
___ Boom / Shotgun
___ Mic Stand | <input type="checkbox"/> Field Lighting Package
___ 4 Light Package
___ 3 Light Package
___ 2 Light Package
___ On Camera Light (#___) |
| <input type="checkbox"/> Field Video Monitor | <input type="checkbox"/> Audio
___ Audio Mixer
___ XLR Cable (#___)
___ XLR Mini (#___) | | <input type="checkbox"/> Extension Cord
___ (#___)
___ Power Strips (#___) |

Crew Required

- None Camera Audio Lighting Production Assist

Additional Equipment:

Use reverse side to add additional information

Editing

Estimated # of Hour _____
Note: Include import/export as part
of your editing estimated hours

Media Conversions
List: _____ to _____
Example: DVCam to DVD
jpeg Picture to FCP Time Line

Signature: _____ Date: _____

SAMPLE BUDGET

ITEM	RATE	COST	TOTAL
STUDIO SHOOT			
STUDIO A	½ DAY	\$60	\$60
CAMERA X3 X\$25	4 HOURS	\$75	\$300
AUDIO OPERATOR	4 HOURS	\$30	\$120
TAPE OPERATOR	4 HOURS	\$30	\$120
DIRECTOR/TD	4 HOURS	\$40	\$160
CG OPERATOR	4 HOURS	\$30	\$120
PROMPTER	4 HOURS	\$30	\$120
FLOOR MANAGER	4 HOURS	\$30	\$120
Tape:DVC 60min X2	\$17.00	\$34	\$34
SUB TOTAL			\$1,094
FIELD SHOOT (8HRS)			
ENG	FULL DAY	\$45	\$45
CAMERA OPEARTOR	8HRS	\$25	\$200
PRODUCTION ASSITANT	8HRS	\$15	\$120
SUB TOTAL			\$365
EDITING 10 HRS			
EDIT SUITE	10 HRS	\$5	\$50
EDITOR	10 HRS	\$25	\$250
SUB TOTAL			\$300
GRAND TOTAL			\$1,759

Equipment/Facilities/ Staff Rates

Item	Rate	Costs for Residents	Costs for Non-Resident	Notes
Facilities / Equipment				
Studio A or B	1/2 Day	\$60.00	\$100.00	4 Hrs Minimum
Studio A or B	Full Day	\$120.00	\$200.00	8Hrs
Field Camera	Per Day	\$45.00	\$45.00	Per Instrument
Field Lights	Per Day	\$5.00	\$5.00	
Editing	Per Hour	\$10.00	\$15.00	No Editor
Editing Suite (Logging/Viewing)	Per Hour	\$5.00	\$5.00	
Encoding	Per Program	\$35.00	\$45.00	Service is FREE if Member Encodes Program(s)

Personnel				
All Positions	Per Hour	\$25.00	\$25.00	We recommend you use this cost for budgeting purposes. (Based on DCTV Staff)
Audio Staff	Per Hour	\$30.00	\$30.00	
CG Staff	Per Hour	\$30.00	\$30.00	
Staff Editor Resident	Per Hour	\$30.00	\$30.00	
Staff Editor Non Resident				
Staff Field Camera	Per Hour	\$30.00	\$30.00	
Staff Floor	Per Hour	\$30.00	\$30.00	
Staff Lighting	Per Hour	\$30.00	\$30.00	
Staff Prompter	Per Hour	\$30.00	\$30.00	
Staff TD	Per Hour	\$35.00	\$35.00	
Staff Director	Per Hour	\$40.00	\$40.00	
Volunteer List Available				

Media			
DVCam 60 min	Per Unit	\$17.00	\$17.00
DVCam 30 min	Per Unit	\$15.00	\$15.00
DVD	Per Unit	\$3.00	\$3.00

Crew Meals	To Be Determined by Member/Producer
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