

DCM **DURHAM COMMUNITY MEDIA PROGRAM PROPOSAL**

The purpose of the Pre-Production Contract is to help both the producer and DCM staff define the parameters of the production process. It is to help the producer and the DCM 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) **Complete Studio:** _____ (\$150/hr)
Light Kit: _____ (\$48/day) **Mac Edit Bay:** _____ (\$20/hr)
Tripod: _____ (\$10/day) **PC Edit Bay:** _____ (\$20/hr)
Microphone: _____ (\$5/day)

Durham Community Media 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, DCM staff will work with you to better understand the production process and what it will take to complete your show.

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

STAFF USE ONLY Entered by: _____ Date: _____

***Program sponsors do not need to
fill this page out***

DURHAM COMMUNITY MEDIA PROGRAM LOG

**Estimated Equipment/ Studio Days: _____
Equipment Check-out/Studio Dates:**

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

**Estimated Editing Hours: _____
Editing Dates:**

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