

# UVC-TV 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 fee has been paid. You have taken the 2 basic workshops—basic camera and basic editing.
- All crew members must be current ACTIVE members.
  - ACTIVE MEMBER: The annual membership fee has been paid.
- Please make sure you contact all performers before you submit your proposals.
- All music and images are free from copyright UVC has access to an online library with rights for use in our productions.
- No intentional illegal acts may be performed for or committed by the use of UVC-TV equipment.
- 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 \_\_\_\_\_ Email \_\_\_\_\_

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

CURRENT UVC-TV accessed member: ☐ Yes ☐ No

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

☐ Basic Camera ☐ Advanced Camera ☐ Basic Editing ☐ Advanced 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.umass.edu/uvctv19](http://www.umass.edu/uvctv19)**

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

- MORE INFORMATION ON OTHER SIDE -

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## 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 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 for showing on the UVC-TV website and for UVC-TV to use in promotions for the organization.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### OFFICE USE ONLY

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

☐ Approved

☐ Not Approved

Station Manager or Advisor \_\_\_\_\_  
(signature)

Comments:

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