

(Independent

5845 Blaine Avenue Inver Grove Heights, MN 55076

Phone: 651-451-7834

Web: www.townsquare.tv

| Portable |
|----------------------|
| Studio |
| Editing |
| Truck (front & back) |

(Town Square Television Staff

PRODUCTION PROPOSAL FORM

| COMMUNITY PRODUCER: | DATE: |
|---|--|
| ADDRESS: | PHONE: |
| ADDRESS: | (Daytime) |
| ORGANIZATION (if applicable): | (Evening) to |
| DATE OF PRODUCTION: PROJECT PRODUCTION TITLE (working title): | TED COMPLETION DATE: |
| BRIEF DESCRIPTION OF PROGRAM: | |
| Do you have copyright clearances? Ye Has your talent signed model release forms? Ye | Iours Yes No Yes No Yes No |
| List Production Crew (must be Town Square Television certification) | fied): |
| Director/Tech Director: | Camera:Camera: |
| NOTE: Producer may use up to 10 hours per month of studio. Editing time is limited to 6 hours per week. Portable I (48 hour period or Friday to Monday if a weekend). Portable checkout times: Monday -Thursday Friday & Saturday | Equipment checkout is limited to 5 checkouts per month 1 pm – 2 pm & 4 pm - 6:30 pm |
| Estimated edit time needed: | Assistance from staff? Yes No |
| | |

(Date

| ocation Contact: | Daytime Phone <u>:</u> | | Evening | _ Evening Phone: | |
|--|------------------------|--|---|-------------------|--|
| iagram the following in the space l | below: truck locati | on, came | ras, audio, pov | ver, and lighting | |
| CAMERA POSITIONS (diagram): an crowd control, cable path (placement & Cable Lengths: | | | POWER a) Truck – Generator (noise?) or AC (20 amp) | | |
| Cable Lengths. Camera 1: | | b) Commentator monitor/mixer: | | | |
| Camera 2: | | c) Lights (number of separate circuits): | | arate circuits): | |
| Camera 3: | | | | | |
| Camera 4: | | | | | |
| AUDIO Microphones needed: | | LIGHTING a) Sun position at time of shoot | | | |
| Cable Lengths: | | b) Lights | s: Existing | Video | |
| C | | c) Windows, doors, backgrounds, reflections | | | |
| AUDIO (diagram) Commentator Location Sound Sources | | d) Number and type of lights needed: | | | |
| MixersMicrophones | | | | | |
| - PA Speakers | 0 | ala / A al al:4° - | | | |
| Cable Path Lengths | Special Nee | us/Additio | onal _ | | |

Diagram & Notes Here: