

Worcester Community Cable Access, Inc.

* WCCA TV CHANNEL 13

PROPOSAL PACKAGE

415 Main Street

Worcester, MA, 01608

Phone 508 755-1880 Fax 508 756-3152

WCCA TV CH. 13 PROJECT PROPOSAL PACKAGE



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Updated March 27, 2000

Proposal for the utilization of WCCA facilities for the purpose of public access production are processed on a first come, first serve basis. It is the responsibility of the candidate producer to complete and forward all required documentation to WCCA in advance to desired production start time. All producers are expected to treat, realize, and fulfill production activities on a timely basis.

If you have a need that is more immediate than the estimated time it would take to complete this package, please indicate your EMERGENCY need right away to WCCA. WCCA will do its best to accommodate your need within a reasonable and timely fashion.

Proposal Package is subject to change at any time at the discretion of WCCA.

Your comments regarding this process are always welcome. Please contact the Station Manager at 755-1880 x 11. Any element of this proposal process or proposal package can be made subject to the WCCA membership appeals process. Write to WCCA TV, 415 Main Street, Worcester, Mass. 01608, Attention Board of Directors/Appeal Committee.

Thank you for your interest in WCCA TV and Good Luck!

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PROPOSAL INTERVIEW /CHECK LIST

You must live, work, or attend a school in Worcester to propose a program to WCCA TV.

Candidate Producer: _____



Phone: _____ Fax _____

Working Title of Production: _____

Check One: My production will be a: Studio Production Field Production Both

My production will be: A one time only production A series (of 4 or more)

In order to complete processing for your proposal, WCCA requires the following:

- WCCA membership form to be processed -----
- Membership contribution fee to be paid -----
- Proposal package to be complete -----
- Proposal Statement -----
- Treatment Statement -----
- Proposal Form 1880 -----
- Letter of Commitment -----
- List of WCCA certified members to be crew -----
- (if needed) 
- Attend a General Orientation at WCCA -----
- Attend a WCCA TV workshop -----
- (if needed) 

You can sign up for the next "Orientation at the Station" by calling 755-1880 x 13.
Please do not delay. Orientations and TV classes fill up extremely fast.



1. All production volunteers must first be certified by WCCA to use WCCA equipment
2. Certification is obtained by training workshops at WCCA or ask for options with the Station Mgr.
3. Certification does not guarantee a project proposal approval
4. Approval is based on producer's readiness and the availability of the WCCA facility.
5. Each production project must include a certified technical director. A tech. director must demonstrate proven skills: Audio, story boarding, switching, camera operation via RCU, VTR operation, white balancing, lighting, set construction, live-to-tape production, computer graphics, and post production editing as well as production management.
6. Field productions require a technical director as well with similar skills.

You are also encouraged to volunteer on as many productions as possible.

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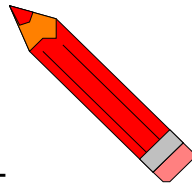
Phone 508 755-1880 Fax 508 756-3152

One of the production requirements to access the WCCA facility is to submit a Proposal and Treatment. The following definitions may be helpful.



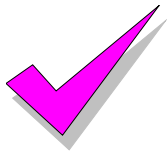
PROPOSAL

Please fill out this entire package and also include a brief written statement announcing the intention of your project. Include title, concept, target audience, etc. Describe the importance and benefits your project will bring to the Worcester community. (WCCA is seen only in Worcester with over 58,000 cable subscribers receiving our channel) Also, include your production facility needs, technical assistance needs, (camera operators, audio, lighting, computer operators, etc.) and provide a list of certified equipment users. A few paragraphs may be all that is required. Write or type clearly and be sure to include contact information and date the document.



TREATMENT

A story board, script, or chronological outline of the way you visualize the program to run (from the starting point to the finish), the run time of the program (30 or 60 minutes), how many episodes you plan on completing, and what your production time line will be. If you need further assistance with the Treatment, contact 755-1880 x 11.



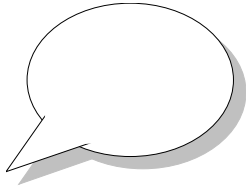
Helpful Hints

If you are planning to assemble your own production team or crew, begin coordinating them and assign task positions. You may post a volunteer recruitment PSA on the WCCA electronic bulletin board seen many times daily. You need to assemble your crew, complete all WCCA proposal requirements and have your proposal approved by the Station Manager before scheduling the facility. Only schedule your guests after all the above is complete. You may issue a press release announcing the cable cast schedule of your production ONLY after you obtain a written confirmation of the acceptance of your program from the Station Manager. Series programs will not be cable cast on a regular basis until 4 programs have been completed and reviewed by staff.

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NOTE

WCCA maintains the rights to program distribution. Scheduling for cable cast is at the discretion of WCCA TV.

FORM 1880

Producer _____

Home Phone _____

Address _____

Is producer currently a certified user at WCCA yes no

If yes, state the date of the most recent certification workshop attended and the area of certification (cameras, editing etc.)

On the back of this form, list the certified persons working with you on your project, who will be operating WCCA's equipment.

Project Title _____

Length _____ (must be an even number :10, 30:00, 60:00, etc.)

Genres: Choose One Series Single Documentary

Project Category:

Educational----- Entertainment----- Comedy----- Music video-----
Religious----- Sports----- News----- Children's-----
PSA----- Municipal----- Talk Show----- Teens -----

Language English----- BI-Lingual-----
List Other Language(s)-----

Will this project be a non profit production?-----

Will you generate under writing?-----

If yes, list the expected amount and intended use below or use attached sheet

-----Will this proposed production be grant funded or supported?-----

Intended production start date:----- finish date-----
(if not to be a series program)

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WCCA Facility User Contract

This extension of form 1880 is binding legal agreement between WCCA and the signatory producer(s)

-The signatory producer(s) understands and agrees to the following: membership to WCCA is available non discriminatory on a first come, first serve basis. Continuation of membership is possible only when member is in good standing with WCCA (for definition of good standing refer to Membership Guidelines). WCCA provides free use of equipment to all of its certified members who are in good standing only if and when WCCA equipment use is applied exclusively to WCCA TV cable cast use. All other applications will be subject to liabilities and fees paid in full to WCCA by the signatory producer(s). Other applications that do not qualify for free use of WCCA equipment include copies of program, cable cast on any or all other channels, networks or public delivery systems other than WCCA channels with the exception of PEG Access channels.

-Signatory producer(s) understand and agree: Productions utilizing WCCA facilities and are subsequently presented publicly in addition to WCCA's cable cast channel (with the exception of PEG Access channels) will be subject to terms and fees in full, as set by WCCA on a per hour rate (not less than \$120 per hour). Intended application must first be expressed full in writing, in advance, for approval by WCCA. Failure to report intention of cable cast or public display other than a WCCA channel could result in fees, fines, immediate and indefinite suspension of membership and WCCA membership privileges. WCCA is waived of an any all liabilities incurred as a result of this action.

-All productions utilizing WCCA are subject to WCCA membership guidelines in full. all productions will give visible credit to WCCA, such as, "This program is a WCCA presentation".

-Producer(s) bear all responsibility and any and all liability insured as a result of production, content, and cable cast of their program. They must follow protocol in regards to obtaining audio/video releases and keep them on file at WCCA TV. WCCA will be released and waived of all liability that may occur as a result of the producer(s) production and cable cast program.

-WCCA equipment and facility are subject to availability (based on first come, first serve) and must be utilized on a timely basis. Field equipment is available on a full day and a half day basis limited to one reservation date, per program, per producer, per week. Field post editing is available for a maximum of 4 hours per week per program. Studio facilities are available as scheduled (maximum of 3 hour intervals for productions and 2 hours max for post per week). Failure to comply with the required timely use will result in penalty fees or action taken against the producer(s) which will be determined by WCCA.

-Producers acknowledge that free equipment use does not include excessive office supplies, phone use, fax use, or staff office use. Guests must always sign in in the book in our lobby.

-Users are expected to have a working knowledge of the equipment w/out staff assistance. WCCA must be compensated for any staff or tech. support/crew involved on a grant or fund raising project(s), if and when applicable.

X-----

PRODUCER'S SIGNATURE
SIGNATURE

X-----

2ND PRODUCER'S

DATE-----

DATE-----

TO BE FILLED OUT AT THE PROPOSAL MTG. WITH THE STATION MGR.

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Letter of Commitment Agreement

Date:-----

I have attended a WCCA orientation and/or have met with the Station Manager. I am fully aware of and fully agree to above by WCCA's membership, facility, equipment user and program policies. I understand that failure to do so on my part, as a senior producer or producer, could terminate my membership status or access privileges or program production privileges.

Please accept this letter of my commitment and unilateral agreement to accept the responsibilities mentioned above along with my commitment to produce, to manage all aspects of production and to absorb all liabilities concerning my project and produce my program in a timely fashion in accord to WCCA policies.

1. I will maintain a cue sheet which will remain at WCCA which I will fill out upon completion of my episodes to notify the program coord. of the next show to play
2. I will provide the program coord. with the master program at least one week prior or no less than 24 hours in advance to its scheduled cable cast
3. I will provide WCCA with at least one master of each episode for the video library
4. I am aware of the proper run times of shows (30:00.60:00) and I know it is my responsibility to make them the proper run time. I will also label both the front and spine.
5. All members of my production team are in good standing and I understand persons not in good standing may be restricted from WCCA
6. I will get all necessary audio/video release forms from my guests and keep them at WCCA
7. I am aware that dubbing is a major fund raiser for WCCA and I will encourage my guests to make such a contribution. I also acknowledge that as a producer of the program I am not entitled to any "free copies" of my program.
8. I will notify the staff of any damages, losses, liabilities etc. concerning the project, cancellations, re-scheduling, etc. immediately. I understand failure to do so may result in fines, suspensions of membership or program, termination of membership and use of the facilities or all the above.
9. I understand and agree to the above items and that failure to comply may result in termination of access privileges and of my membership.
10. I will give credit to the WCCA staff for their production assistance at the end of all my shows and the copyright on my program will read
(c) 2000 WCCA TV
11. I acknowledge that I am responsible for my guests. They must sign in and out in the "SIGN IN BOOK" and they must adhere to all the WCCA policies and rules.

x-----
PRODUCER'S SIGNATURE

x-----
PRINT PRODUCER'S NAME

DATE-----