



**PROGRAM SUBMISSION FORM**

**Contact:** Meghan O'Rourke, Training Coordinator, [morourke@cctv.org](mailto:morourke@cctv.org)

- Have you read & signed the Community Producer Agreement?
- Do you have your Pre-Production Check-List?

**Please note:** *You are responsible for obtaining all necessary permissions. Once you submit your program to Channel 17 it will be scheduled to air on Channel 17, uploaded to [www.channel17.org](http://www.channel17.org) and copies will be made available to the public for the cost of reproduction.*

|                     |  |
|---------------------|--|
| Date                |  |
| Producer Name/Email |  |
| Co-Producer/Email   |  |
| Daytime Phone       |  |
| Organization        |  |
| Mailing Address     |  |
|                     |  |

|   |  |
|---|--|
| <b>Program Name</b>   |  |
| <b>Series Name</b>  |  |
| <b>Description</b><br>A (type of event) sponsored by (person or organization to talk about (Subject) at (location).<br>Guests included (name/organization). Web link if applicable. |  |
| <b>Date Recorded:</b>   |  |
| <b>Est. Length</b>  |  |
| <b>Place Recorded</b>   |  |
| <b>Type of Program</b> Meeting, Lecture, Commentary, Series, OTHER  |  |

|  |  |
|--|--|
| <b>Other People Involved</b>   | Please list the correct spelling and titles AND emails of any main speakers appearing in this program. |
| <b>Guest 1</b>   |  |
| <b>Guest 2</b>   |  |
| <b>Guest 3</b>   |  |
| <b>Producer/ Source (If Not You)</b>   |  |
| <b>Others to be credited?</b><br>Other people who worked on the project or organizations that need to be noted   |  |
| <b>Local Contact to be listed on air.</b>  |  |
| <b>More information?</b><br>Where can a viewer find More Information on this event: web, phone number, email   |  |
| <b>Promotion Plans</b><br>Have you thought about how you are going to spread the word about this program, its airtimes on the Channel and its link on the website? |  |
| <b>Do you plan a follow up program?</b>  |  |

|                          |  |
|--------------------------|--|
| <b>Preferred Airdate</b> |  |
| <b>Expiration Date</b>   | For example, after the event that you are promoting takes place. |

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| <b>Technical Notes</b><br>Please describe what is on your tapes: sound quality, images, be detailed. |  |
| <b>Training</b> Did you feel prepared to produce this program?                                       |  |
| <b>Comments</b> Do you have feedback for other community producers?                                  |  |