



**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> A (type of event) sponsored by (person or organization to talk about (Subject) at (location). 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> 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> Where can a viewer find More Information on this event: web, phone number, email	
<b>Promotion Plans</b> 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.

<b>Technical Notes</b> 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?	