TVCTV
Tualatin Valley Community TV

Project Planning Guide

Project Title	**Project ID #** *(TVCTV ASSIGNED)*	**Date (MM/DD/YY)** / /

Start Date / /	**Planned End Date** / /	☐ **Individual** ☐ **Series** _____ **# Programs Planned** *(FOR THIS QUARTER)*

Organization *(IF APPLICABLE)*	**Web Site Address** *(IF APPLICABLE)*

Producer Name *(Print)* **Member ID #**	**CoProducer** *(Print)* **Member ID #**

Project Description *TVCTV requests a brief overview of the project subject and nature suitable for publishing of up to 120 characters.*

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Program Subject *(CHECK ONE)*

☐ Business
☐ Celebration
☐ Community Interest
☐ Culture / Arts
☐ Documentary

☐ Entertainment
☐ Environment
☐ Family / Children
☐ Health
☐ Identification

☐ Instruction
☐ International
☐ Legal
☐ Lifestyle
☐ Promotion

☐ PSA
☐ Public Affairs
☐ Religion
☐ Science / Technology
☐ Sports

Length (HH:MM:SS) : :	**Safe Harbor Hours Are Midnight to 4:30 AM** ☐ Adult Content (See Other Side)

Program Origin

☐ Community   ☐ Outside TVCTV
☐ TVCTV

Production Type

☐ Field   ☐ Sponsored
☐ Studio

Copyright Owner

☐ Community Producer   ☐ TVCTV
☐ External

Language

☐ Arabic   ☐ Korean   ☐ Spanish
☐ Armenian   ☐ Persian   ☐ Vietnamese
☐ Chinese   ☐ Russian   ☐ Other
☐ English   ☐ Somalian

Distribution Rights

☐ Contact Producer   ☐ Unlimited
☐ No Dubs

Notes

EQUIPMENT / FACILITY RESERVATION REQUEST
*** *For Series Only* ***

Equipment Request		**Facilities Request**	
☐ Field Production Equipment Equipment	☐ Mobile Production	☐ Edit Workstation	☐ Studio A
		☐ Live Link Studio	☐ Studio B

Equipment Description *Describe what TVCTV equipment is required for this series project.*

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Day(s) Requested			Week(s) Requested
☐ Tuesday	☐ Tuesday - Friday	2:00 PM - 5:45 PM	☐ Week 1
☐ Wednesday	☐ Tuesday - Friday	6:00 PM - 9:45 PM	☐ Week 2
☐ Thursday	☐ Saturday	10:00 AM - 1:45 PM	☐ Week 3
☐ Friday	☐ Saturday	2:00 PM - 5:45 PM	☐ Week 4
☐ Saturday			☐ Week 5

NOTE: Community Producers Are Limited To Three (3) Concurrent Projects