



Office: 1708 13<sup>th</sup> Ave.  
Longview, WA 98632

Phone: (360) 536-3310

Fax: (360) 536-1490

Email: kltv@kltv.org

# PRODUCTION PROPOSAL

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Organization (optional): \_\_\_\_\_ Email: \_\_\_\_\_

Program Title: \_\_\_\_\_ Program Length: \_\_\_\_\_

Program Category: (check one)  Local (Created by a Cowlitz County Resident)  
 Imported (Non-Local)

Program Genre: (check one)

- Informative/Educational
- Visual/Performing Arts
- Variety/Comedy
- Public Affairs/Political
- Religious
- Youth
- Senior
- Sports
- Opinion
- PSA/Promo
- General

Duplication: (check one)

- YES: I give permission for KLTV to sell copies of my program.
- NO: I do NOT grant KLTV permission to sell copies of my program.

Adult Content: (check one)

**Adult content is defined by the FCC as foul language, extreme violence, obscene material, drug use and adult situations.**

Does your program contain adult content?

YES

NO

Program Description (15 words max):

---



---



---

### Series Programming:

A series is defined by the frequency of programs turned in. The minimum frequency for a series is once a month. Is this program part of a series? (check one)  YES  NO

**Episodes:** (Please outline the episodes. If no titles have been determined use numbers, and specify later.)


**\*\*\*PROGRAMS CAN ONLY BE SUBMITTED BY PRODUCERS IN GOOD STANDING, AND THE PRODUCER TAKES FULL RESPONSIBILITY FOR THE CONTENT OF THE PROGRAM.\*\*\***

**AS THE PRODUCER:**

- 1) I guarantee that this program contains no libelous, slanderous or obscene material and that the program does not infringe upon the copyright of any other party.
- 2) I certify that I have all the appropriate clearances, appearance releases and copyright to material in the program and will present such clearances to KLTV should KLTV request them.
- 3) I understand that any violation of the proposal or the KLTV Policies and Procedures Manual may result in decertification, sanctions or loss of privileges.
- 4) I understand that KLTV's equipment may only be operated by certified **members** with a current equipment usage agreement on file.
- 5) I understand that I have **60 days** to turn in a program, unless I specify that the program is part of a series.
- 6) I guarantee that my program does not contain any advertising material, direct solicitations for funds, and neither lottery or lottery information.
- 7) I grant KLTV permission to use the whole or parts of any production of mine that KLTV deems necessary.

**PLAYBACK AND TECHNICAL GUIDELINES:**

- KLTV guarantees programs turned in will be played at least **one (1) time**. *Scheduling and subsequent replays are at the discretion of the KLTV staff.*
- The following credit **must** be clearly and legibly displayed for at least **ten (10) seconds** at the end of the program; "Produced by (your legal name **No Pseudonyms**). Produced through the facilities of KLTV." It must also include the year it was produced and the center's website address ([www.KLTV.org](http://www.KLTV.org)).
- If a program submitted fails to meet KLTV's audio and visual requirements, or if the disk is not operating correctly, KLTV will contact the producer for a new copy.
- **For programs containing adult material**, the producer **must** put an appropriate disclaimer lasting at least **ten (10) seconds** at the beginning of the program stating: "The following program contains adult material. Viewer discretion is advised."

**EQUIPMENT AND FACILITIES:**

- Facilities and equipment will be used on a first come first served basis. Advanced reservations for equipment are **strongly** encouraged to ensure equipment availability.
- Equipment and facilities will be made available to producers with a current proposal and current equipment usage agreement on file.
- All reservations will be held for **30 minutes** beyond the requested pick up/use time. After **30 minutes** the reservation will be cancelled and the equipment/use time be made available to the next member who makes a request. If you are to be more than **30 minutes** beyond your reservation, please contact us (phone, email, text) and we will extend your reservation if possible.

**UNDERWRITING:**

- If a producer intends to seek underwriting and/or in kind support for a proposed program, the producer must consult with KLTV's Executive Director **prior** to any solicitation.

**NOTE: Copyright for programs will be held by the producer. It is the producer's sole right and responsibility to register his/her own copyright and any fees associated within.**

**IN SIGNING THIS CONTRACT, THE PRODUCER WARRANTS THAT HE/SHE HAS READ AND UNDERSTANDS THE KLTV RULES AND PROCEDURES, AND THIS PRODUCTION PROPOSAL.**

Producer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
(if producer is under 18 years of age)

KLTV Staff: \_\_\_\_\_ Date: \_\_\_\_\_