

# PRODUCTION PROPOSAL FORM

Please read carefully both sides, print legibly & sign.



**Production Proposal**

Approval _____ Rcvd Date: _____	P E G	Project# _____
Certified Producer: _____		Executive Producer: _____
Organization: _____		
Project Title: _____		Length: _____:_____:_____
<input type="checkbox"/> Non-Series <input type="checkbox"/> Multiple Special    : <input type="checkbox"/> Weekly Series*    : <input type="checkbox"/> BI-Weekly Series*    : <input type="checkbox"/> Monthly Series* <small>(*Series time slot must meet requirements.)</small>		
Description of program: (required treatment must be attached)		
Description of production needs: (check all that apply)		
<input type="checkbox"/> Field/Mini <input type="checkbox"/> Edit <input type="checkbox"/> Studio <input type="checkbox"/> Mini Studio <input type="checkbox"/> EFP(Van)/Mini-EFP <input type="checkbox"/> Post Plus		
Production Schedule:		
Start Date: _____		Projected Playback Premiere Date*: _____
* Production proposals are only open for 6 months, extensions require approval from a Client Counselor.		
Program Subject (check one):		
<input type="checkbox"/> Arts & Performance	<input type="checkbox"/> Educational Issues	<input type="checkbox"/> Native Hawai'ian Issues
<input type="checkbox"/> Children's Programming	<input type="checkbox"/> Environmental/Health Issues	<input type="checkbox"/> Pacific Islander
<input type="checkbox"/> City Government Issues	<input type="checkbox"/> Inspiration	<input type="checkbox"/> Personal Growth
<input type="checkbox"/> Community Service/Information	<input type="checkbox"/> Issues	<input type="checkbox"/> Social/Political Issues
<input type="checkbox"/> Culture/Ethnic Issues	<input type="checkbox"/> National/International Issues	<input type="checkbox"/> Sports
<input type="checkbox"/> Economic Issues	<input type="checkbox"/> Native American	<input type="checkbox"/> State Government Issues
<input type="checkbox"/> Educational/Instructional	<input type="checkbox"/> Native Hawai'i	<input type="checkbox"/> Election
<b>Funding Type:</b> (circle one)      Public      Education      Government      `Olelo		
Origin (where program was created):		Executive Producer contact:
<input type="checkbox"/> `Olelo Please circle one: Mapunapuna Palolo Kahuku Waianae Waipahu Windward		(Day) _____
<input type="checkbox"/> NI (Neighbor Island)		(Evening) _____
<input type="checkbox"/> Non-local (out of state/country)		(Fax) _____
<input type="checkbox"/> O'ahu (created on O'ahu w/o `Olelo facilities)		(E-mail) _____
Financial Sponsor(s): <input type="checkbox"/> Budget attached		

**THE BACK OF THIS PROPOSAL MUST BE SIGNED AND DATED TO BE VALID!**

**ʻŌlelo: The Corporation for Community Television  
STATEMENT OF COMPLIANCE**

(A1) I am thoroughly familiar with the contents of the proposed program material and agree that it will comply with applicable Federal and State statutes and regulations with regard to cable programming and ʻŌlelo 's policies and procedures, which have been made available for my review. I warrant that it does not contain:

- (a) Obscene matter, as defined by law.
- (b) Matter intended to defraud the viewer or designed to obtain money by false or fraudulent pretenses, representations, or promises.
- (c) Matter which either violates the privacy rights of any person or portrays anyone in a harmful false light.
- (d) Libelous or slanderous matter.
- (e) Information concerning any lottery, gift enterprise or similar scheme, offering prizes dependent in whole or in part upon lot or chance, or any list of prizes drawn or awarded by means of any such lottery, gift enterprise or scheme, whether said list contains any part or all of such prizes.
- (f) Audio or visual material designed or intended to promote the sale of commercial products, trade or services.
- (g) Audio or visual material containing any direct appeal for contributions of funds, support, or other property of value, even if the appeal is for a tax-exempt non-profit entity.
- (h) Any audio or visual material recommending or soliciting customers or buyers for any business, service, or product. I also warrant that I have not received or solicited money from the manufacturer, distributor or seller of any business, enterprise, product or service mentioned in the program. I also warrant that no sponsor of the program is endorsed, promoted, or featured in the program.

(A2) I assume full responsibility for the content of all program material, created, or included, or produced and ensure certify that such program material will not violate the law or the rights of any third party person or entity. I warrant that I know of nothing in the program, which will lead to any claim against ʻŌlelo or me by a third party any person or entity.

(A3) I hereby grant ʻŌlelo permission to copy the proposed program, to cablecast the proposed program for an unlimited number of showings for a three-year period, on a non-exclusive basis, and to take excerpts, totaling no more than five minutes, for use in ʻŌlelo samplers of ʻŌlelo's programming, except when negotiated otherwise. Such negotiations shall be mutually agreed upon and confirmed in writing.

(B1) I have read and am thoroughly familiar with the rules and procedures on the use of production equipment as established by ʻŌlelo: The Corporation for Community Television and agree to abide by them.

(B2) I agree to pay the costs to repair or replace the equipment or materials which is are damaged, misused or lost while such equipment or materials are in my possession or under my control. I understand the penalties that apply if I do not return equipment or materials on time.

(C1) I agree to defend, indemnify and hold harmless the State of Hawai'i, Oceanic Cablevision, Inc., Granicus Inc., ʻŌlelo Community Television and their agents, employees and representatives from any and all liability and injury (including reasonable attorneys' fees and costs incurred in defending claims) arising from, or in connection with: claims for failure to comply with any applicable laws, rules, regulations or other requirements of local, state or federal authorities; claims of libel, slander, invasion of privacy, or the infringement of common law or statutory copyright; claims for unauthorized use of any trademark, trade name or service mark; for breach of contractual or other obligations owing to third parties by the executive producer including union residuals or other payment for any purpose whatsoever, and any and all claims, in law or equity, which may arise or result from this program or the executive producer's utilization of ʻŌlelo staff, services, equipment, facilities and cable access channels. I understand that I may be criminally or civilly liable for producing or presenting such material for transmission.

(C2) I will not represent to others that I am an employee, representative or agent of ʻŌlelo or its affiliates; nor will I make such representations on behalf of any other person involved with my production.

(C3) I agree that the proposed use of facilities and equipment is for the exclusive purpose of creating television programming to be transmitted via ʻŌlelo's access channel(s) and ʻŌlelo's internet stream.

(C4) I understand that false or misleading statements or omissions made in this application are grounds for forfeiture of the privilege to use ʻŌlelo production equipment and facilities and/or cable channel(s) and I will hold ʻŌlelo harmless against any loss or claim which results from any false or misleading statements or omissions.

(C5) I, the Executive Producer, agree to the foregoing and acknowledge that no oral modification, amendment, extension or waiver of this agreement will be binding upon me or ʻŌlelo without a writing signed by both parties.

Executive Producer Signature:	Date:	Certified Producer email address:	
Executive Producer's Organization & Title: Address:		City:	Zip Code:
Copyright Holder Signature Acknowledging the Above and Date:		Executive Producer email address:	
Certified Producer Signature Acknowledging the Above and Date:		City:	Zip Code:
Certified Producer Address;	Date:	Copyright Holder Address:	
Certified Producer Day Phone:		Certified Producer Evening Phone:	
Signature of Parent/Guardian if Certified Producer Under 18 Years Old:			Date:

# Production Treatment



**PRODUCER:** ( ʻōlelo Certified) \_\_\_\_\_ **PROGRAM LENGTH:** \_\_\_\_\_

**PROGRAM TITLE:** (max 20 characters, including spaces) \_\_\_\_\_

**TARGET AUDIENCE:** \_\_\_\_\_  
\_\_\_\_\_

**PROGRAM DESCRIPTION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROGRAM GOAL:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPOSED TECHNICAL REQUIREMENTS:** For advanced reservations there is a maximum of 2 camera sessions (24-hour period each) & 4 editing sessions, linear (4 hour session) or non-linear (6 hour session) per month.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPOSED PRODUCTION SITES:** \_\_\_\_\_  
\_\_\_\_\_

**PROPOSED CREW REQUIREMENTS:** \_\_\_\_\_

***Submit with Production Proposal to a CMC Staff Member on Duty for Approval- Sample on Rear***

# **PRODUCTION TREATMENT (Sample)**

**PRODUCER: (Olelo Certified)**

Angela Angel

**PROGRAM LENGTH:** monthly 30 minute program

**PROGRAM TITLE:** Can We Talk? © copyright 1998

**TARGET AUDIENCE:** Intermediate and High School students on O’ahu between ages 12 and 18.

**PROGRAM DESCRIPTION:**

Students from two featured schools raise 3 issues of concern, exchange opinions and advice, then troubleshoot solutions. Questions and viewpoints come directly from the teens. Issues are periodically addressed by professionals with facts, statistics and emphatic advice. Program is presented in a fast-paced, MTV-style with some dramatizations.

**PROGRAM GOAL:**

Give teens helpful information so that they can make choices that lead to safer, healthier, happier lifestyles.

**PROPOSED TECHNICAL REQUIREMENTS:** For advanced reservations there is a maximum of 2 camera sessions (24-hour period each) & 4 editing sessions, linear (4 hour session) or non-linear (6 hour session) per month.

Remote field production at two school campuses monthly (shoot approx. 60 min. of student interviews), 2 location shoots at professionals’ business offices (shoot stats and other support material), 6 hours to build graphics, 12 hours editing time per program. Will need to coordinate with school advisors for selection of students. Standard opening montage footage (high school life) to be produced separately.

**PROPOSED PRODUCTION SITE:**

Schools and Businesses

**PROPOSED CREW REQUIREMENTS:**

Remote Locations: Producer, Camera and Talent (Host)

***Submit with Production Proposal to a CMC Staff Member on Duty for Approval***