



# PRODUCTION PLAN

## Producer

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
\_\_\_\_\_

## Production Details

WORKING TITLE: \_\_\_\_\_

PROPOSED LENGTH: \_\_\_\_\_ PROPOSED AIR DATE: \_\_\_\_\_  
\_\_\_\_\_

RECURRENCE:  ONE TIME       MONTHLY       BI-WEEKLY       WEEKLY

SCHEDULE: ***(Check all that apply and list approximate time)***

FIELD TIME: \_\_\_\_\_  STUDIO TIME \_\_\_\_\_  EDITING TIME \_\_\_\_\_

DESCRIPTION:

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

**CREW: *(if you are using GMATV equipment, you must use GMATV members)***

CAMERA PERSON #1 \_\_\_\_\_ EDITOR #1 \_\_\_\_\_

CAMERA PERSON #2 \_\_\_\_\_ EDITOR #2 \_\_\_\_\_

**TALENT: *(Producer is responsible for securing releases from all persons in production)***

PERSON #1 \_\_\_\_\_ PERSON #2 \_\_\_\_\_

PERSON #3 \_\_\_\_\_ PERSON #4 \_\_\_\_\_

Green Mountain Access Television, Inc.

P.O. Box 581 Hyde Park, VT 05655 | 802-851-1592 | Comcast Channel 15

[www.GreenMountainAccess.tv](http://www.GreenMountainAccess.tv) | [GMATV@comcast.net](mailto:GMATV@comcast.net)



PERSON #5 \_\_\_\_\_ PERSON #6 \_\_\_\_\_

By signing below the producer specifically acknowledges and agrees to the following:

All tape recorded and/or live programming cablecast on a community use or public access channel managed by GMATV must clearly identify the producer of the program to be cablecast at the beginning or end of the program.

Within the program credits (through an aural or visual credit, or both) of all programs made with the facilities and services of GMATV, the producer must include the following statement: **“This program was made possible by the use of facilities and services of GMATV. The producer is responsible for program material.”**

Appropriate acknowledgement should be given in the credits to the musical compositions licensed by ASCAP or BMI which are included in the producer’s program.

When required by GMATV, a disclaimer must be included at the beginning and end of the program to indicate that the views expressed in the program do not necessarily reflect those of GMATV. When required by GMATV, an announcement must be included at the beginning of the program to indicate that portions of the upcoming program may be inappropriate for children, or deal with issues of a particularly sensitive nature, etc., and that viewer/listener discretion advised.

The community producer and GMATV shall jointly own the copyright of each program and materials made by the producer with the facilities and services of GMATV. Beyond the required cablecast of such a program on a community use or public access channel managed by GMATV, all other uses of a program or material produced with the facilities and services of GMATV must be agreed to in writing by the producer and the General Manager of GMATV (by completion of a Non-Cablecast Usage Request form).

GMATV shall require that any user desiring to keep a copy of a program or material produced with the facilities and services of GMATV shall provide the recording tape or other material.

GMATV will have the right to include excerpts of any community use or public access program or material without payment in GMATV sampler tapes, training materials or promotional materials. All programs produced with the facilities and equipment of GMATV must be presented first on a public access channel managed by GMATV.

Tape recordings of programs made with the facilities and equipment of GMATV cannot be used for general fundraising or commercial purposes, with the following exceptions only: Copies of a program may be rented or sold if, as specified in a previously approved agreement with GMATV, all funds generated shall be used only in support of the user’s cable casting activities with GMATV.

A non-profit organization which produced a program with GMATV facilities and equipment may include a copy of the program (or excerpts) as part of its application package to obtain outside grant support, if the program is used only as an example of the organization’s activities.

Certified users may include excerpts of their programs produced with GMATV facilities and equipment within a resume tape to be used in their efforts to gain employment in the telecommunications field. However, GMATV facilities may not be used to produce a resume tape. All tape recorded programs submitted for cablecast on community use channels may be pre-screened by GMATV to determine compliance with the provisions of GMATV’s Operating Rules & Procedures (O.R.P.). However, ultimate responsibility for compliance remains with the program producer/provider. If programming is submitted for playback which violates the content restrictions included in O.R.P., the program producer/provider may be charged with a Major Offense and given appropriate probationary sanctions.

X \_\_\_\_\_  
Signature of Producer

\_\_\_\_\_ \_\_\_\_\_  
Print Producer Name

Please check this box if you are signing on behalf of a minor.

X \_\_\_\_\_  
GMATV Rep. Signature

\_\_\_\_\_ \_\_\_\_\_  
Print GMATV Rep. Name & Title