



# Queens Public Television

## **FIELD PRODUCTION** **PROGRAM PLANNING OUTLINE**

FORM #4  
Rev. 3/15

### ***Important Things to Remember:***

- 1. The Program Planning Outline (PPO) must be submitted seven days prior to the check-out.**
- 2. Equipment check-ins & check-outs require the QPTV User to set up the equipment and demonstrate its operability to the QPTV staff member supervising the check-in or check-out.**
- 3. All equipment must be used within the franchise area, defined as the geographical boundaries of the Borough of Queens.**
- 4. Equipment check-outs are for a twenty four hour period only and must be returned the next day. Equipment checked-out on Saturday will be permitted to be returned on Monday.**

### ***Producers please fill out the following:***

Today's date: \_\_\_\_\_ Shoot/Check-out date \_\_\_\_\_ No. cameras needed \_\_\_\_\_

Name: \_\_\_\_\_ Cert. No: (Social Sec. No.) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Series Title: (if any) \_\_\_\_\_

Program Title: (this project) \_\_\_\_\_  
(You must give a title. If it is a "working" title, please indicate)

Running time of finished program: 28:30 \_\_\_\_\_ 58:30 \_\_\_\_\_ (please check one)

Number of video tapes needed? \_\_\_\_\_ (see rate chart for fees)

Please check here if you are using your own equipment \_\_\_\_\_

Is this a workshop or certification project? Yes \_\_\_\_\_ No \_\_\_\_\_ (please check one)  
All workshop and certification projects must be done in production room.

Will this be an in-house \_\_\_\_\_ or location shoot \_\_\_\_\_ (please check one)

Please note: All check-ins / out will require setting-up and testing of equipment. There will be no exceptions to this; therefore you should allow at least one hour for these appointments.

If in-house, time slot requested? 10-2pm \_\_\_\_\_ 2-6pm \_\_\_\_\_ 6-10pm \_\_\_\_\_ (please check one)



If this is a location shoot, you must give the address and telephone number of the location.  
(Productions outside the Borough of Queens must be approved by QPTV's Executive Director.)

Address: \_\_\_\_\_

\_\_\_\_\_ Tel: \_\_\_\_\_

Names and telephone numbers of production crew: (Must have one QPTV Certified Producer for each camera: 1 camera requires 1 QPTV Certified Producer, 2 cameras require 2 QPTV Certified Producers.)

1. \_\_\_\_\_ Tel: \_\_\_\_\_

2. \_\_\_\_\_ Tel: \_\_\_\_\_

3. \_\_\_\_\_ Tel: \_\_\_\_\_

Please describe what you will be videotaping (i.e., describe the physical setup.)

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

What is the format of your program? (i.e., talk, music, documentary, other) \_\_\_\_\_

Other shoot dates for this project:

Under QPTV's guidelines you are allowed a maximum of three shoot dates per project, but this must be cleared with the production manager. Shoot dates may not be consecutive. (Except for weekends - Saturday through Monday - equipment may be borrowed for only a twenty-four hour period.)

Date #2 address: \_\_\_\_\_

\_\_\_\_\_ location Tel: \_\_\_\_\_

Date #3 address: \_\_\_\_\_

\_\_\_\_\_ location Tel: \_\_\_\_\_

Please list any special applications you may use in your finished program such as:

Sound effects, voice over, special graphics, other? \_\_\_\_\_

It is strongly suggested that you have a working script and / or a shot-list for any project undertaken. If you have these, and you would like some help or advice, please attach.

If you need the use of QPTV kitchen, you must sign: \_\_\_\_\_



**Please read and sign.**

I have obtained talent releases before production commences, I will obtain all approvals, clearances, licenses, permits and necessary insurance, etc., for the use of any content or material including, but not limited to, approvals by broadcast stations, networks, sponsors, music licensing representatives, all persons appearing in or referred to in the program material, any other approvals that may be necessary to transmit program material over the QPTV cable channels in Queens.

It is agreed by the QPTV Certified Access Producer that in the event ownership/rights of the program produced by the QPTV Certified Access Producer is disputed by any other QPTV Certified Access Producer, then all matters pertaining to the dispute shall be forthwith submitted to the American Arbitration Association or a QPTV designated arbitrator for immediate and expeditious arbitration and the losing party shall pay all costs of arbitration. Until such dispute is resolved by arbitration or disputants, QPTV shall not cablecast the program in question.

It is further agreed that should a non QPTV Certified Access Producer dispute the ownership of any program, QPTV shall not cablecast the program in question until a resolution of the dispute has been reached.

I understand that false or misleading statements made in this application are grounds for forfeiture of the right to use QPTV equipment and facilities. After QPTV acceptance, this application is non-transferable.

I agree to be bound by the Rules & Procedures of QPTV. I agree to exercise reasonable care in use of the equipment & at all times keep the equipment in a safe place. I agree to pay the costs of any repair or replacement of equipment or materials that are damaged, lost, stolen or vandalized while said equipment or material are in my possession or control and/or that of a crew member under my supervision. I agree to return all equipment on loan to me at the time stated and I agree to leave the editing suite and/or production studio in the same condition in which I found it.

AGREED TO AND ACCEPTED BY: \_\_\_\_\_  
(QPTV Certified Access Producer)

**NOTE: ALL PROGRAM CREDITS MUST INCLUDE THE FOLLOWING:**

1. QPTV is not responsible for the content of this program
2. Produced through the facilities of Queens Public Television  
Flushing, NY