



EDITING PROGRAM PLANNING OUTLINE

Important Things to Remember:

- 1. The Program Planning Outline (PPO) must be submitted seven days prior to the check-out.**
- 2. All use of QPTV edit equipment must be for the purpose of preparing a program for cablecast on the QPTV channels cablecast on the QPTV channels.**
- 3. Preparing or editing material for commercial or private use is not permitted.**
- 4. Smoking, drinking & eating are prohibited in QPTV's Editing Rooms.**
- 5. Failure to arrive or notify QPTV of lateness within 30 minutes of the scheduled edit appointment will result in forfeiture of the appointment.**
- 6. All Editing must be completed 30 minutes prior to the end of your scheduled reservation.**

Producers please fill out the following:

Today's date: _____

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 an Editing workshop certification project? Yes _____ No _____ (please check one)

Editing Dates Requested: Day/Time #1: _____ #2 _____ #3 _____

Day/Time #4: _____ #5 _____ #6 _____



Please describe what you will be editing (i.e., describe the type of program.)

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

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.

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

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| <ol style="list-style-type: none"> 1. QPTV is not responsible for the content of this program 2. Produced through the facilities of Queens Public Television
Flushing, NY |
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