****

**Show Title**

Producer

First and last name

Campus Address

Phone Number

Email

Producer

First and last name

Campus Address

Phone number

Email

**-- Show Tagline --**

By applying to produce a television show on ICTV, you agree to adhere to the polices of ICTV which include (but are not

limited to) the following:

* Attend all producer meetings
* Adhere to the program schedule as set by the Executive Staff, including the premiere of “field” shows during

 ICTV’s sweeps period

* Provide program promotional related materials including logo, program description and crew in accordance with the schedule established by the Executive Staff
* Agree to provide digital backup files of ALL episodes
* Agree to produce at least 2 promo’s in accordance with the schedule established by the Executive Staff
* Participate in ICTV sponsored events
* Adhere to ICTV Checkout Center & PPECS regulations

\*If these requirements are not met, the Executive Staff reserves the right to suspend the show, cancel the show, or remove

ICTV equipment access

**Show Name**

**Section 1: Personal Information**

* Producers
	+ First and Last Name – Major, concentration, minors, class of \_\_\_
	+ First and Last Name – Major, concentration, minors, class of \_\_\_
* Why do you want to be an ICTV producer?
	+ Producer 1:
	+ Producer 2:

**Section 2: Qualifications to produce**

* ICTV Participation History
	+ Producer 1
	+ Producer 2
* Facilities Qualifications (include classes taken that relate to equipment and facilities used for production)
	+ Producer 1
	+ Producer 2
* Management Background (qualifications for being a leader/producer; can be positions or skills)
	+ Producer 1
	+ Producer 2

**Section 3: Show Information**

* Show Title:
* Logline (2ish sentence description of show)
* Why should ICTV pick up this show?
* Topics
* Discussion content (how will you come up with this content)
* Field segments (please explain what they are if applicable)
* Format
	+ A Block – Segment Title - \_\_ minutes
		- Breakdown of each part of the block

**BREAK 1:30**

* + B Block – Segment Title - \_\_ minutes
		- Breakdown of each part of the block

**BREAK 1:30**

* + C Block – Segment Title - \_\_ minutes
		- Breakdown of each part of the block

**Section 4: Timetable** (Based on assumption of 9/03/2017 Recruitment Night – Subject to change)

* When will your cast and crew be picked by?
* When do you plan to do a practice cast?
* When is your first full episode?
* Do you plan to do a switchcast? When would that be?

**Section 5: Technical and Talent Information**

* Pre-selected positions – who (if anyone) is already selected for your show?
* Technical positions needed – what positions do you need filled?
* Talent positions needed
* Guests and/or contestants – how will you book guests? (if applicable)
* Equipment needed
	+ Studio
		- Which studio do you prefer and why?
		- Other studio equipment needed: mic kit, monitor, etc.
	+ Scene Shop items
	+ Checkout Center (PPECS not usable)

**Section 6: Rough Episode Rundown** (please include a sample rundown either through a screenshot or through another method)

**Section 7: Layouts**

* Set design
	+ Description
	+ Pictures or drawings
* Camera layout
	+ Description
	+ Pictures or drawings
* Lighting
	+ Description
	+ Pictures or drawings

**Section 8: Publicity Plan**

* Objective of publicity
* Publicity mediums
	+ Social Media – what accounts do you have and how will you utilize them?
	+ Print – how will you utilize print?
	+ On-air promotions (at least two required per semester) – how will you create on-air promotions? Do you have any ideas?
	+ Public relations – how will you make sure your cast and crew follows ICTV guidelines?

**Section 9: Pre-Production Materials**

* Sample Host Monologue
* Sample topics and discussions

**Section 10: Other**

* Is there anything else you need want us to know about your show that you haven’t previously listed? Please delete this section if the answer is no.