



# Saugus TV Original Programming Proposal

## Section 1: PERSONAL INFORMATION (Individual or Organization)

<b><u>Producer Name:</u></b>	
<b><u>Address:</u></b>	
<b><u>Phone:</u></b>	<b><u>Mobile:</u></b>
<b><u>Email:</u></b>	
<b>If an organization is the producer, please provide information for primary contact:</b>	
<b><u>Name:</u></b>	
<b><u>Address:</u></b>	
<b><u>Phone:</u></b>	
<b><u>Email:</u></b>	

## Section 2: SHOW INFORMATION

<b><u>Title of Show:</u></b>
<b><u>Synopsis</u></b> - a brief yet visual description of the program

**Topics (Themes)** - What themes, topics or content are available to keep the show in production?

**Booking Guests (if applicable)** – Where will you find your guests?

**Production** – Discuss how/when the show will be recorded. Include any challenges, possible crew members, and studio/location times.

**Format** – Basic Breakdown (rundown) of the entire show, from start to finish:

**Timetable** – Provide a timetable of events, including proposed taping dates, delivery dates, pre-production meetings, etc.

### **Section 3: TECHNICAL INFORMATION**

**Production Staff & Crew:** List the various and technical positions you will need to fill:

**Pre-Existing Production Staff & Crew:** List the technical and non-technical positions that have already been filled:

**Equipment:** List all equipment that will be needed for production, including studio time and post-production (facilities) time

**Set/Props:** Describe your plans for your set, specifically discussing the design and props needed.