

ONE-TIME SPECIAL BROADCAST PROPOSAL FORM



FOR OFFICE USE ONLY

Date: (Date your proposal is submitted)		Agenda item for Program Council on:	Proposal Number
Date and Time of Event: (Actual date and time of the event)			
Desired Date and Time of Broadcast: (If different from the above date and time. Example: If you are recording an event for later broadcast then state when you would like the recording aired)			
Title of Broadcast: (A simple title to be used for listings)			
Name of Proposal Author/Contact: (Individual or collective presenting the proposal)			
Program (if affiliated with a KPFA Program):			
Contact Address			City/ZIP
Contact Phone 1: (Day)	Contact Phone 2: (Evening)	Contact Email:	
Description of Program, Event, or Element to be Broadcast:			
Is this a public event?: YES NO If the proposal is for an event (i.e. lecture, rally), circle "yes". Otherwise circle "no".		Must the event be broadcast live?: YES NO Only answer this question if you circled "yes" on the previous question	
Contact Person for Event: Name of promoter for the event		Contact Phone: Phone number of promoter	
Event Venue, Address and Phone number: Name of venue, exact location and phone number of event		Contact Email: Email for promoter	
Description of program/event and how it fills KPFA mission?			
Technical assistance or equipment needed for this broadcast: KPFA can provide limited assistance and/or equipment for broadcast. Because of staffing and budget concerns, KPFA may not be able to provide everything needed for the broadcast.			
Are there any costs to KPFA? Yes No If you, please submit a budget. All costs must be approved by the General Manager and Business Manager prior to submitting proposal. Example of costs: ISDN line; International phone calls; satellite feeds.			

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Please provide the additional contact information if this special broadcast is a collaboration with another Pacifica station or affiliate.

Name	Position	Contact Phone Number
1.		
2.		
3.		

For Broadcasts of 2 or more hours, please submit a production clock on a separate piece of paper.

Please provide a script or produced cart for promoting special.

Please submit an ISDN form if applicable.

Production crew and contact information

Producer, host, engineer, line producer, board operator etc.

Name	Position	Contact Phone Number
1.		
2.		
3.		
4.		
5.		
6.		

Are there any other issues to consider when reviewing your proposal?

Proposal Check off list

- Completed proposal form
- Approved budget (if applicable)
- ISDN line request formed completed (if applicable)
- Promotional script or completed cart
- Completed list of production crew