

## **KDUX-TV Project Acceptance and Programming Guidelines**

- Most projects and programming on KDUX-TV is student-initiated and produced. KDUX-TV program offerings include sports, news, public affairs, comedies, variety, quiz, performance and drama. Some programs may be initiated by the Student Media Group or Richland College, such as special events or issues coverage. KDUX-TV may, at the discretion of the TV Station Manager, televise acquired programs or movies.
- A program proposal is made to the KDUX-TV advisor and TV Station Manager. Sometimes there are competing applications for producing of an existing series. The KDUX-TV station management may accept, reject or suggest modification of the proposal on the basis of:
  - the experience and qualifications of the person who proposes to produce
  - creative, artistic, educational, social or informational value of the concept to the greater Richland community
  - feasibility, including technical considerations
  - uniqueness of the idea - non-duplication with other programming
  - availability of facility time and student volunteers
  - potential for good experience by the volunteers
- Proposal Guidelines - Proposal guidelines and a sample proposal need to be submitted at least 6 weeks in advance. A proposal should include:
  1. The proposer's background and qualifications
  2. An in-depth description of program content and treatment
  3. Rationale for the program and the intended audience
  4. Estimated number of programs, their length, projected air availabilities
  5. List of tentative program subjects (if applicable)
  6. A detailed sample format sheet for one program.
  7. Estimated program development time and production time, including editing and studio requirements
  8. Any special costs beyond videotapes
- There will be no commitments, purchases, production, or pre-selection of volunteers prior to acceptance of a proposal by the KDUX-TV Station Management.
- A sample series proposal is available from the KDUX-TV Station Manager

# KDUX-TV PRODUCTION PROPOSAL

Producers are KDUX-TV managers, and all producers should have KDUX-TV experience prior to producing. Volunteers interested in proposing programming are encouraged to read KDUX-TV's handbook, discuss their ideas with the KDUX-TV Station Manager and/or current producers and Exec. Staff, and submit a proposal.

**The following outline is designed to assist you in proposing your show.**

If you have questions about the proposal, please contact:  
Cyndy Moore, KDUX-TV Advisor or Dwan Cribbs, KDUX-TV Station Manager.

**Applications must be delivered to Cyndy Moore (E-013) or emailed to [chmoore@dccc.edu](mailto:chmoore@dccc.edu) Please allow 2 weeks for consideration.**

## **Section 1: PERSONAL INFORMATION—**

1. Name
2. Major, Minor, Current Class, Year of Graduation, GPA
3. Local Address, Telephone, Email
4. Why do you want to be a producer?

## **Section 2: SHOW INFORMATION—**

1. Title
2. Synopsis
3. Rationale  
*Why should KDUX-TV produce this show? Why is this good for student staff and for Richland College?*
4. Topics (Themes)
5. Discussion Content
6. Booking Guests, if applicable
  1. Sources  
*Where will you find your guests?*
  2. Strategy  
*How will you attract guests to participate in your program? What is your overall plan?*
  3. Production  
*How the show will be recorded/cablecast? Include challenges, methods for engaging crew, and studio times.*

7. Format  
*Basic overview of finished show, start to finish.*
8. Timetable  
*Provide a semester timetable of events, including taping dates.  
Factor in Semester Breaks and Holidays.*

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

1. Unit Positions  
*The technical and non-technical positions you will need to fill.*
2. Pre-Selected Positions  
*The technical and non-technical positions that have already been filled.*
3. Equipment Needs  
List all of the technologies you will need.
4. Set / Props  
*Describe your plans for your set, if there is one,*

### **Section 4: QUALIFICATIONS TO PRODUCE—**

1. KDUX-TV participation history
2. Facilities / Equipment qualifications
3. Management background
4. Anything else you think is relevant