

UVC-TV 19 VIDEO COVERAGE REQUEST

BEFORE YOU REQUEST UVC VIDEO COVERAGE OF AN EVENT:

- UVC-TV 19 is a student-run RSO/Agency funded by the Student Government Association. If you are an active RSO, or a UMass organization we do not charge for coverage of your events. However, if you would like copies of your program, we do charge a small fee for each copy.
- Please make sure you contact all performers before making this request, as they may have contractual obligations that won't allow taping, or airing on UVC Channel 19. UVC airs all events taped, and does NOT provide video coverage for archival purposes only.
- We prefer notification at least two weeks prior to your event, and please be aware we do not have a large staff to cover events, so we must choose productions based on first-come first-serve, and student-staff availability.
- Please allow us some time for post-production of an event, and note that productions late in the semester may not be available until the following semester.
- If you would like a number of productions taped, we recommend having an undergraduate student become a UVC member and be trained on equipment, so they could possibly provide coverage of your events.

CONTACT:

Name _____ Today's Date _____

Phone _____ e-mail _____

RSO or UMass Organization: _____

EVENT:

Title of Event _____

Date of Event _____ Location _____

Start Time _____ End Time _____ Earliest time room is available for set up? _____

Event Description (if available, attach a program or brochure) _____

AUDIO:

Will there be a Public Address (PA) System: Yes No

If YES, which Facility Service will provide the audio equipment (Please Check):

- Campus Center/Student Union
- AIMS/OIT
- Fine Arts Center (FAC)
- Other (Name of Service Provider) _____

If NO, may we use a wireless microphone for the Talent: Yes No

If applicable, has the Audio Service Provider been notified that this event may be taped: Yes No

- MORE INFORMATION ON OTHER SIDE -

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ADDITIONAL PAPERWORK NEEDED (available at our website www.uvctv19.com or the station):

- Talent Release (must be turned in no later than the night of the event):
All performers must be notified, prior to the event, that it will be taped by and aired on UVC-TV 19.
- Dub Request Form (optional):
If you are an RSO or a UMass organization, you can pay through a purchase order or recharge authorization form (a copy needs to be provided to the UVC General Manager). Cash, check or money orders are always accepted.

QUESTIONS FOR UVC?:

LEGAL:

I _____ understand that I am responsible for the described program, certify that this program is for non-profit purposes only and that I am in no way profiting in the creation of said program. Furthermore, I understand that I am responsible for insuring that the production is in compliance with all legalities regarding copyright, trademark, libel, slander, defamation, and obscenity. I also understand UVC-TV's policies regarding these and will follow them including: obtaining signed permission from all performers appearing in the video show and certifying that no copyrighted material is included without written permission from the copyright holder. If I choose to purchase blank media for UVC-TV 19 to make the program, UVC does not own the program but may have a copy for cablecasting on the Housing Services Cable Network. I also understand that if UVC provides tape, UVC-TV is considered to be the copyright holder of the program. If this is the case, UVC-TV may make and distribute copies of this program according to their dubbing rates. If this program is to be a studio series, I understand that UVC-TV will be considered owner of all episodes of the tape and hold the copyright for such material.

SIGNATURE _____

DATE _____

OFFICE USE ONLY	
Today's Date _____	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Production Coordinator or General Manager _____ (signature)	
Videographer covering event: _____	
Additional comments: _____ _____	