



SCITUATE COMMUNITY TELEVISION Application for Performance/Event Coverage

Important Note: We cannot accommodate every request for coverage of events in Scituate. We currently rely on volunteers and unpaid staff for scheduling and camera operation. We cannot produce video files and DVD's from the recording of events. A person requesting the use of a camera and/or an operator must make accommodations to upload, edit, convert, transfer and finalize their own video files.

As we develop our Community Television program we will have more volunteers and facilities to produce more programming.

Anyone who would like to have a School (SHS, Gates, Jenkins, Wompatuck, etc.) or Scituate Community Television videotape an event, performance, game, meeting must adhere to the following:

- 1. You must completely fill out this Application for Event Coverage form. You can get additional copies of this form from the Superintendent's Office, from the Scituate Community Television studio or online through the SCTV10 link.**
- 2. Send the completed form to sctv@town.scituate.ma.us or to
SCTV Scituate Community Television
Attn: John Roser Station Manager
606 Chief Justice Highway
Scituate Ma 02066**
- 3. Someone from SCTV will contact you on the status of your request. We cannot accommodate every request for coverage. With every recording there is a cost for materials incurred i.e. blank tape, transportation, etc. These will be itemized and included in our response to your completed Coverage form.**
- 4. An authorized camera operator will arrive 15 minutes prior to the time of the event to set up the camera and make any other arrangements necessary. The camera operator will leave immediately after the event is concluded.**
- 5. After the event is recorded prior arrangements will have been made to create a video file or DVD.**

SCITUATE COMMUNITY TELEVISION
Application for Performance/Event Coverage

Date: _____

Applicant's Name: _____ Telephone # _____

Address: _____

Organization: _____

Name of Person Who Will Be On-Site Supervisor: _____

Event Description/Date
and Time: _____

Date Requested: _____

Hours Requested: _____

Equipment Requested: _____

Purpose of Use: _____

Payment/Stipend Provided: _____

Number of Persons Expected to Attend: _____

Other materials Requested
(blank tape, SD card, jump
drive) _____

Number of Adult Supervisors if a Youth Program: _____

PLEASE READ: The recording of an event or performance with a video camera is only the beginning of the process that ends with a finished DVD. The video recording of an event has to be uploaded and/or captured into a computer. There is video editing software, file converting software and DVD burning software that must be used before a DVD can be made or 'burned'. This is a time consuming and often a multi-stage process. **WE CANNOT PRODUCE A FINISHED DVD OR VIDEO FILE FOR EVERY EVENT THAT IS RECORDED WITH CAMERAS BORROWED FROM SCTV. If you need more information about video editing or transfer please email us at: sctv@town.scituate.ma.us**

Signature of Authorized Representatives

Do Not Write Below This Line -To Be Completed By Cable TV Official

Approved: Yes
 No Reason for denial of Application:

Signature of SCTV Station Manager