Complete this form for requesting KFON-TV staff presence at your event or activity. All requests will be reviewed by the Community Services Department and notification of approval or denial will be provided within seven (7) business days. Requests must be received a minimum of thirty (30) days prior to your scheduled event to ensure staff availability. Please call KFON directly at 909.349.6929 if you have any questions or concerns.

Name: ____________________________ Phone: (____) _____-__________ Date: ____________

Department/Organization: ______________________________________________________________

Contact Person: ________________________________________ Phone: (____) _____-__________

Event Name: __________________________________________________________________________

Date of Event: _________________ Start Time: _______________ End Time: _______________

Event Description: ______________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Special Needs: _________________________________________________________________________

Are you requesting: ☐ Video Taping Services* ☐ Other: _________________________________

*Please note that videotaping services are subject to a $170.00 fee per hour.

Total Fees Assessed: $ ____________________ Due by: ____________________ ☐ Paid

☐ Approved ☐ Denied  Community Services Supervisor _______________________________ Date

☐ Approved ☐ Denied  Community Services Director _______________________________ Date
Thank you for your request to utilize KFON's services for your upcoming event/activity. If requesting a finished video production of your event, the following guidelines provide the necessary steps that will take place when completing your project. All efforts are made to ensure your project is completed in a timely manner, however, completion times will vary based upon requests and KFON staff availability.

**STEP 1: Preproduction Meeting**
30 to 60 days prior to event*

The preproduction meeting is designed to provide KFON staff with an understanding of the intent and purpose of your event and/or video. Important information such as specific video shot requests and interviews with involved parties will be scheduled. A general understanding of what the finished product will include is the goal of this initial meeting.

**STEP 2: Script Writing and/or Storyboard Development**
30 days prior to event*

If specific interviews are to be conducted, questions will be developed at this stage. If a voiceover or narration is requested, the script will be developed by the requesting party/applicant. The script/narration will be matched with proposed screen shots via a concept plan or storyboard.

**STEP 3: Event Layout/Location Set-up**
2 Weeks prior to event*

Prior to the event, KFON staff should be oriented to the layout of the event location in order to plan for set-up of equipment and to determine the best locations for video footage. Lighting, sound and background should all be discussed during this time.

**STEP 4: Shoot Video**
Event Date

**STEP 5: Video Selection and Logging**
Within 1 week after event*

All video footage will be logged and video will be selected for use in the final production based upon the script and/or storyboard created.

**STEP 6: Narration (if needed)**
Within 1 week after event*

The applicant must provide narrator or voice over artist. The script written in Step 2 may be recorded within KFON studios at an agreed upon time prior to or after the event, but must occur prior to the editing process taking place.

**STEP 7: Edit Footage and Create Graphics**
Within 2 weeks after event*

Based upon the video narration (if applicable) the video selection will be edited. Graphics supporting the script and/or event can be created and added to emphasize important information. If the narration is not applicable, footage will be edited to fit into a predetermined timeframe.

**STEP 8: Rough Cut**
A rough cut or draft of the final video will be reviewed with the applicant. Changes and corrections will be made at this time.

**STEP 9: Final Cut**
Within 45 days after event*

The final editing will take place and a final copy of the project will be created.

**Step 10: Copy of DVD, VHS or other medium ($20 per copy)**
Within 45 days after event*

The final cut will be transferred to the preferred format and copies will be made available as needed. If the video is to be aired on KFON, the air scheduled will be determined at this time.

*Please allow 1 to 4 weeks turnaround time for each project. The amount of time needed to complete a project will vary depending upon the type of event/activity, the number of graphics needed, the length of the video and whether or not a narration will be needed. The above timeframes are provided as a general guideline and may vary depending on other scheduled projects, priority and staff availability. KFON staff will make every effort to complete projects in a timely manner as possible, but applicants are encouraged to plan as far in advance as possible to ensure their project will be completed on time.

For specific productions and to determine your project needs, KFON staff may be contracted directly at 909.349.6929.