

# STUDIO TREATMENT SHEET

## STUDIO PROGRAM TREATMENT SHEET

**Submit To:**

**Education & Community Engagement** Consultation Date: \_\_\_\_\_

**Montgomery Community Media**

**7548 Standish Place**

Project Approved: \_\_\_\_\_

**Rockville, Maryland 20855**

Please submit this completed form to **Dee Willett at Education & Community Engagement**. A consultation will be scheduled with the Producer after review of the proposal. (Equipment will not be reserved until after the project is approved).

**DATE OF SUBMISSION:** \_\_\_\_\_

**PRODUCERS NAME:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**TELEPHONE: DAY:** \_\_\_\_\_ **EVE:** \_\_\_\_\_

**1. Working Title or final Program Title:** The title should reflect program content. What will be communicated?

\_\_\_\_\_

**2. Program Objectives:** What is the purpose of the program? To do what? How do you want the audience to react?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3. Target audience:** For whom is the program intended? Describe the audience as accurately as possible - age, gender, education level, occupation, etc. . . .

\_\_\_\_\_

Studio Treatment Sheet

**4. Program Outline:** Describe your program from beginning to end as if it were completely finished. What elements will you include (i.e. roll-ins, pictures, etc.)?

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**5. Intended length of completed program (check one):** 15 min 27:30 57:30

**6. Do you plan for this program to be a continuous series:** \_\_\_\_\_

**7. If a limited series, how many shows:** \_\_\_\_\_

**8. Please list any SCENERY or PROPS you plan to use. Will you bring these items use them from the scene shop? Are you planning to use the Green Screen?**

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**9. Estimated number of studio hours required for:**

Set Building: \_\_\_\_\_

Talent Rehearsal: \_\_\_\_\_

Camera Blocking: \_\_\_\_\_

Dress Rehearsal: \_\_\_\_\_

**10. Estimated number of hours required for production:** \_\_\_\_\_

**11. Estimated number of hours required for studio breakdown:** \_\_\_\_\_

**12. Please INDICATE which of the following items you be using:**

**Teleprompter:** \_\_\_\_\_

**Character Generator:** \_\_\_\_\_

Would you like time to compose on the CG prior to the production day? \_\_\_\_\_

**Music (Original or from Music Library):** \_\_\_\_\_

**Visuals**

Still photographs or slides: \_\_\_\_\_ How many: \_\_\_\_\_

Roll-In: \_\_\_\_\_ How will this be produced: \_\_\_\_\_

\_\_\_\_\_

Type & quantity of **microphones** (indicate if Wired or Wireless):

Lavaliers: \_\_\_\_\_ Hand-held: \_\_\_\_\_

**13. Who is the holder of COPYRIGHT for this program:** Refer to the **Copyright Information** sheet in your class manual, then check the appropriate space.

\_\_\_\_\_ I/we shall hold copyright in this program.

\_\_\_\_\_ My company shall hold copyright in this program

\_\_\_\_\_ Another organization, group or person shall hold copyright in this program

**14. Please list all of the STUDIO CERTIFIED CREW members who will be working on your program (should be finalized one week before shoot).**

Camera 1: \_\_\_\_\_

Camera 2: \_\_\_\_\_

Camera 3: \_\_\_\_\_

Audio: \_\_\_\_\_

CG: \_\_\_\_\_

TD: \_\_\_\_\_

DIR: \_\_\_\_\_

AD: \_\_\_\_\_

VTR: \_\_\_\_\_

Lights: \_\_\_\_\_

Teleprompter: \_\_\_\_\_

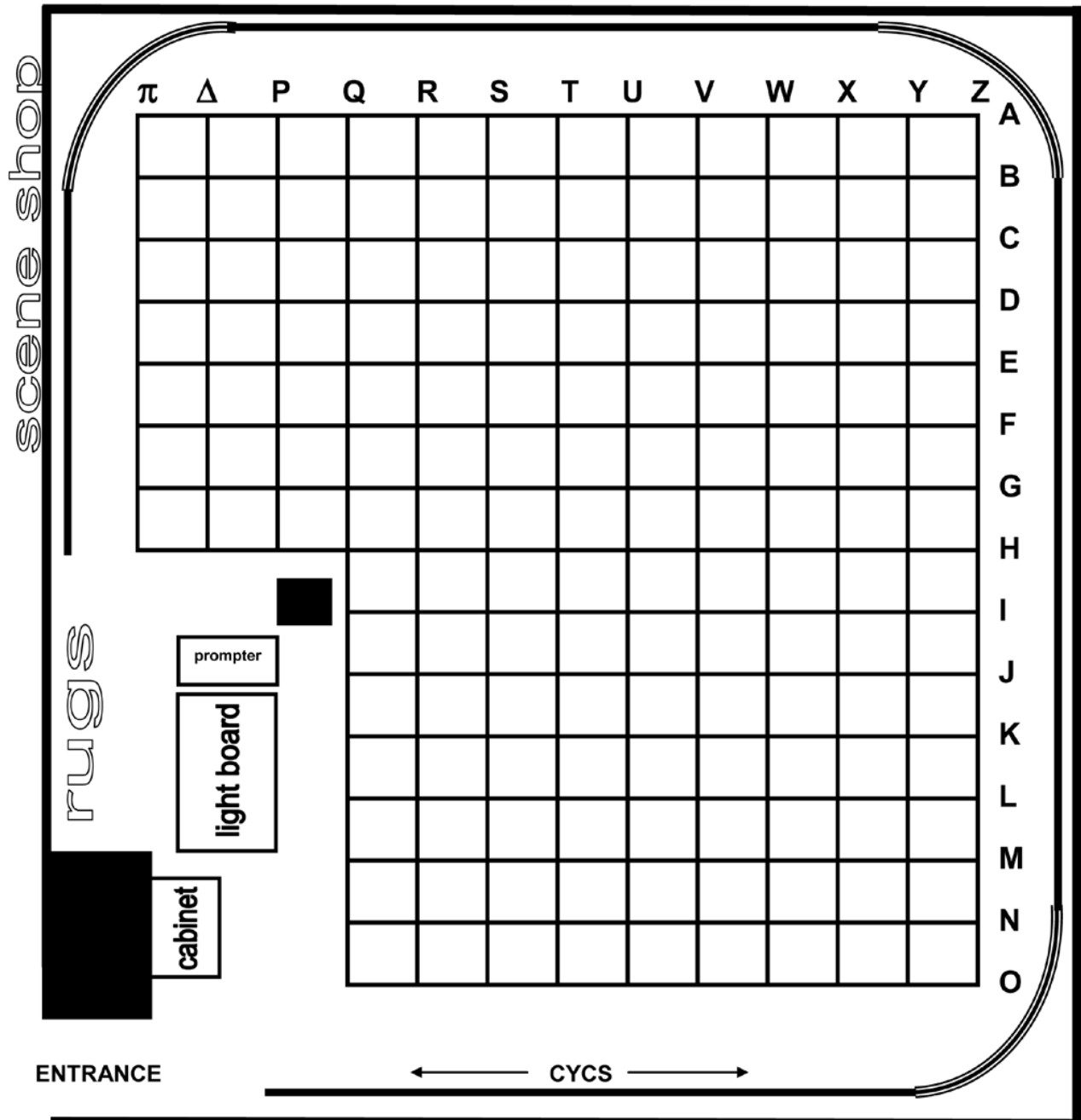
Floor Director: \_\_\_\_\_

Set-Up: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**15. ATTACH a description of the format, preliminary video/audio script, set plot (including camera & mic placement) and a light plot (use attached form).**



## Light Plot - Studio A

Please indicate placement of all lights - and include *instrument type*.

All instruments must be placed on a grid bar.

Instruments cannot be placed on an intersection.

# Lighting Setup

Montgomery Community Media

Show Name:

Producer:

Light Description (Function/Type)	Grid Location	Dimmer Pack	Fader	Comments
			1	
			2	
			3	
			4	
			5	
			6	
			7	
			8	
			9	
			10	
			11	
			12	
			13	
			14	
			15	
			16	
			17	
			18	
			19	
			20	
			21	
			22	
			23	
			24	

Remarks: