***Field Treatment Sheet***



***FIELD 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](mailto:dwillett@mymcmedia.org?subject=Field%20Treatment%20Sheet) 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).

***Sheet***

# DATE OF SUBMISSION:

**PRODUCERS NAME:**

**E-MAIL:**

**MAILING ADDRESS:**

# TELEPHONE: DAY:

***Treatment***

**EVE:**

1. **Program Title:**
2. **Program Objectives**/Purpose (why program is being produced):
3. **Target audience:** For whom is the program intended? Describe the audience as accurately as possible - age, gender, education level, occupation, etc.
4. **Message** that viewer should get at the end of the program:
5. **Program Outline:** Brief summary/description of Program and Format starting with program opening shots, program body and ending with program conclusion:

***Field***

1. **Intended Length of Program (DIFDL one):** 15 min 27:30 57:30
2. Anticipated **Shooting Date(s):** specify if one-time event:
3. Estimated **Shoot Schedule** for Equipment check-out, Travel, Set-up, Production, Breakdown, and Equipment Check-In:
4. **Number of SDHC Cards** expect to purchase:
5. Names of **MCM CERTIFIED** crew (if known):
6. Attach a copy of the program SCRIPT and/or the list of INTERVIEW QUESTIONS.
7. Attach a copy of SITE SURVEY.

# SITE SURVEY

Is the available light sufficient? Where are the windows located? What additional lights do you need?

Can you place the lights so that they are out of range of the camera? Do you need special support to secure the lights?

Do you know where the outlets are and which outlets are on the same circuits? Do you know where the circuit breakers are? Do you have the necessary extension cords and three prong adapters?

What is the size of the room? Is it adequate for all of your needs? What is the height of the ceilings? What is the color of the walls and ceilings? What will your background be? Is it a plain wall or a busy background? Do you need to rearrange furniture to create the appropriate set?

Are there background noises in the room or scene (i.e. air conditioner or refrigerator hum, constant planes flying overhead, distracting ringing phones)? Can you disconnect any of the sources of the noise?

Do you have easy access to the site to unload equipment? Is there parking close by? Is there an elevator you can use?

Is there any interference to your equipment from radio and television transmitters?

Is there anything in the environment that you have no control over that is potentially distracting?

Draw a rough sketch of the room showing the entire layout: windows, outlets, placement of the lights and extension cords, furniture placement, equipment placement, and placement of subject.