

# ONE-TIME SPECIAL BROADCAST PROPOSAL FORM

<b>FOR OFFICE USE ONLY</b>				
<b>Date:</b> (Date your proposal is submitted)	<b>Agenda item for Program Council on:</b>	<b>Proposal Number</b>		
<b>Date and Time of Event:</b> (Actual date and time of the event)				
<b>Desired Date and Time of Broadcast:</b> (If different from the above date and time. Example: If you are recording an event for later broadcast, then state when you would like the recording aired)				
<b>Title of Broadcast:</b> (A simple title to be used for listings)				
<b>Name of Proposal Author/Contact:</b> (Individual or collective presenting the proposal)				
<b>Program (if affiliated with a KPFA Program):</b>				
<b>Contact Address</b>	<b>City/ZIP</b>			
<b>Contact Phone 1: (Day)</b>	<b>Contact Phone 2: (Evening)</b>	<b>Contact Email:</b>		
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><b>Is this a public event?: YES NO</b> If the proposal is for an event (i.e. lecture, rally), circle "yes". Otherwise circle "no".</td> <td style="width: 50%;"><b>Must the event be broadcast live?: YES NO</b> Only answer this question if you circled "yes" on the previous question</td> </tr> </table>			<b>Is this a public event?: YES NO</b> If the proposal is for an event (i.e. lecture, rally), circle "yes". Otherwise circle "no".	<b>Must the event be broadcast live?: YES NO</b> Only answer this question if you circled "yes" on the previous question
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<b>Contact Person for Event:</b> Name of promoter for the event	<b>Contact Phone:</b> Phone number of promoter			
<b>Event Venue, Address and Phone number:</b>	<b>Contact Email:</b> Email for promoter			

**Description of program/event and how it helps to fulfill KPFA's mission statement?**

**Technical assistance or equipment needed for this broadcast:**

KPFA can provide limited assistance and/or equipment for broadcast. Because of staffing and budget concerns, KPFA may not be able to provide everything needed for the broadcast.

**Are there any costs to KPFA? Yes No**

If so, please submit a budget. All costs must be approved by the General Manager and Business Manager prior to submitting the proposal.  
Example of costs: ISDN line; international phone calls; satellite feeds.

CONTINUE ON NEXT PAGE

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PAGE 2

Please provide additional contact information if this special broadcast is a collaboration with another Pacifica station or affiliate:

Name  
Number

Position

Contact Phone

For broadcasts of 2 or more hours, please submit a production clock on a separate piece of paper.

Please provide a script or produced cart for the promotion of your special.

Please submit an ISDN form if applicable.

**Production crew and contact information:**

Producer, host, engineer, line producer, board operator etc.

Name  
Number

Position

Contact Phone

Are there any other issues to consider when reviewing your proposal?

## Proposal Check-Off List

- Completed proposal form
- Approved budget (if applicable)
- ISDN line request formed completed (if applicable)
- Promotional script or completed cart
- Completed list of production crew