



# ARLINGTON INDEPENDENT MEDIA

## PROGRAM INFORMATION FORM

The producer must have a Program Information Form on file for each production that uses any Arlington Independent Media equipment or facilities. The program producer must fill out this form at least 48 hours prior to initial equipment/facility reservation.

|  |   |  |
|--|---|--|
| Producer   |   |  |
| Day phone  | Evening phone   | E-mail   |
| Program title  |   | <input type="checkbox"/> Audio <input type="checkbox"/> Video  |
| Co-producers who may reserve or check out equipment for this program (individuals listed as co-producers may not earn volunteer credit hours on this production) | Volunteers who may use equipment for this program (individuals listed as volunteers may use equipment and facilities that have been reserved by the producer; the producer is responsible for all payments) |  |
| Target date for completion of (first) program  |   |  |
| Number of programs planned   | Planned program length  | Target frequency:<br><input type="checkbox"/> Weekly<br><input type="checkbox"/> Bi-weekly<br><input type="checkbox"/> Monthly |
| Description of program (please include as much detail as possible; feel free to attach additional sheets)  |   |  |

Crew/Volunteer requirements

Projected AIM equipment/facility uses for this program or per episode

|       |         |        |         |            |
|-------|---------|--------|---------|------------|
| Field | Editing | Studio | Flypack | Audio Room |
|-------|---------|--------|---------|------------|

Other equipment needs

|                |              |
|----------------|--------------|
| Date submitted | Staff liason |
|----------------|--------------|

Notes: In this section, staff liaison should make notes about producer's production plan, equipment usage, and outcomes.

Date(s) of program completion