



Access Humboldt

Project Proposal Form

PRODUCER: _____ **PROJECT:** _____

PROJECT TYPE Studio Field

PURPOSE Single program Series Youth Program Meeting/Gathering

OUTLINE (Brief description of concept, purpose, look /style of the project – where and what...)

_____ Attach a separate sheet if needed.

Estimated Program Length _____ **Estimated Completion Date** _____

RESERVATION Date(s) & Time (1) _____ (2) _____
(3) _____ (4) _____ (5) _____

EQUIPMENT (Check applicable boxes)

STUDIO

- Cameras 1 / 2 / 3
- Teleprompter
- Lavalier Mic x _____
- Boom Mic x _____
- Lights
- Control room
- Chromakey

CREW

(Minimum of 2 certified members
for studio/control room use
NOT including talent)

For Meetings

- Internet
- Projector

FIELD

- Camera kit
 - Headphones
 - Hand Held Mic
- Lavalier mic
- Shut gun mic
- Boom mic
- Tripod
- XLR cables (5' / 20')
- 1/4" cables (connect to a PA)
- Field audio mixer

- Flip Camera
of cameras _____

PRODUCER SIGNATURE: _____ **DATE:** _____

FOR STAFF USE ONLY

COMMENTS: _____

STAFF APPROVED (INITIALS): _____ **DATE:** _____