

BRYANT UNIVERSITY KOFFLER TV STUDIO

STUDIO PROJECT APPLICATION

The Bryant University TV Production Studio facilities are dedicated to creating professional broadcast or portfolio quality productions with a specific purpose for a clearly defined audience. We look forward to helping you deliver your desired message to its intended audience.

In keeping with the mission of the University, the studio is used primarily for academic purposes, which take priority over all other uses. However, in the event that blocks of studio time are available, the University will allow limited use for non-academic purposes, at its own discretion. Those who wish to request the use of studio facilities for a non-academic purpose must complete this form and submit it for evaluation and approval by the University.

This form has been designed for two functions:

- 1) To help you communicate the information the University needs to properly evaluate your request.
- 2) To provide information that will aid in the scheduling and support of your production.

APPLICATION DEADLINE

All Studio Project Applications must undergo an evaluation process by the University before the project can be approved and studio access can be scheduled. Applications may be denied or postponed for any number of reasons.

To allow sufficient time for evaluation and notification, **all Project Applications must be submitted at least six (6) weeks prior to the first day of proposed use.** Applications that are submitted late (within the 6 week window) cannot be guaranteed to receive evaluation / approval prior to the production date.

Provided the submission deadline is met, we will make every reasonable effort to notify the producer(s) of our decision no later than fourteen (14) days prior to the first day of proposed facility use (production).

SUMMARY INFORMATION

Project Title: _____

Production Date(s): _____

Brief Description of Overall Project: _____

Broadcast/Distribution Plans: _____

Brief Summary of Intended Use of the Bryant TV Studio: _____

Producer Name: _____

Production Company Name (if applicable): _____

Address _____

Phone (office) _____ (cell) _____

Email _____

Producer's Current Status (check those that apply):

- Bryant University TV/Media Production Club
- Bryant University Department or Organization
- Bryant University Student, Faculty or Staff
- Academic Institution (other than Bryant)
- Independent Non-Profit Organization
- Commercial Production House, Corporate, Other Professional Media
- None of the Above (please explain)

Client/Sponsor Name (if applicable): _____

Client Address _____

Client Contact Name _____ Client Phone _____

For studio use, check-off an option, then complete the Day-to-Day Breakdown.

____ **Option #1: Full Studio** (includes studio floor space, studio cameras, lights, control room, etc.) (does not include Avid editing)

____ **Option #2: Studio Floor and Lights** (does not include studio cameras, control room access, or Avid editing)

____ **Option #3: Studio Floor Only (as Sound Stage)** (does not include studio lights, studio cameras, control room access, or Avid editing)

Note: Microphones, XLR cables, tools, gloves, diffusion and gels are for Bryant students, faculty and staff only. All others must supply their own.

DAY-TO-DAY BREAKDOWN

Date: _____ Estimated number of cast / crew: _____

Intended activity on this date: _____

Date: _____ Estimated number of cast / crew: _____

Intended activity on this date: _____

Date: _____ Estimated number of cast / crew: _____

Intended activity on this date: _____

Avid Postproduction Editing

Date: _____ Time IN: _____ Time OUT: _____

Date: _____ Time IN: _____ Time OUT: _____

Date: _____ Time IN: _____ Time OUT: _____

Field Production Equipment (*Bryant Students, Faculty and Staff only*)

Date: _____ Intended activity: _____

Date: _____ Intended activity: _____

Do you hope to recruit studio-trained Bryant students to assist in this production? If so, please complete this page.

(Important: We ask for the following information simply to get a sense of your staffing strategy for this production. We do not assume any obligation to provide you with crew members, and Bryant students are not obligated to participate.)

Check-off the type of assistance you think you will need:

Preproduction planning and script development

- Producer / Coproducer
- Script Writer
- Director
- Lighting Director

Studio Production Crew (control room)

- Director
- Technical Director (*essential* for control room operation)
- CG Operator (to create title graphics)
- Tape Operator
- Audio Technician
- Teleprompter

Studio Production Crew (studio floor)

- Camera Operator #1
- Camera Operator #2
- Camera Operator #3
- Floor Manager
- Camera Assistant
- Production Assistant

Postproduction Editing

- Avid Editor

Are you able to offer compensation (monetary or otherwise) for students who perform any of the above roles? Yes / No

If you plan to offer compensation, please describe the offer: