

**MONTGOMERY COMMUNITY TELEVISION**  
**Volunteer Coordinator**  
**7548 Standish Place**  
**Rockville, MD 20855**

**Non-Certified Program Treatment Sheet**

**Date of Submission:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Organization Represented:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Daytime Phone #:** \_\_\_\_\_ **Evening Phone #:** \_\_\_\_\_

**1. Describe your program idea.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. Is this a one-time, scheduled/unchangeable event such as a fair or concert or can it be shot at any time? Give a brief shoot schedule and date(s).**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3. Is the program a field program or a studio program? A field program is videotaped on location, outside of Montgomery Community Television (MCT). A studio program is videotaped in MCT's studio.**

\_\_\_\_\_

\_\_\_\_\_

**4. Who is the target audience for this program? Describe the type of audience are you intending to reach.**

---

**5. Give an outline of the type of program you have in mind.**

---

---

---

---

---

**6. What is the intended length of the edited program?**

---

**7. Is there a specific time period you wish the show to air? (i.e. American History Week, the week before the event is to take place) If so, please give the date(s).**

---

**8. Is clearance necessary from any copyright holders, performers, speakers, music, photographs, video footage, etc.? Are any of the people involved in the production minors? Have you already obtained this clearance in written form?**

---

---

---

**9. Who will own the copyright of this program?**

---

**10. Do you intend to use this program for any other purpose other than airing on MCT?**

---

**11. Any additional comments or concerns?**

---