



Boston Neighborhood Network
Mobile Production Truck
Truck Request Form

The BNN Mobile Production Truck is a three-camera studio on wheels that members can use to cover large outdoor and indoor events. It's ideal for parades, stage performances and has the ability to transmit live to the cable-TV system.

This form allows you to reserve the truck for a production. It should be submitted at least four weeks in advance along with any other applicable paperwork, such as a Project Proposal, Production Agreement and Indemnification, etc. as applicable.

Name of Event/Program: _____

Production Date: _____

Producer: _____ BNN-ID#: _____
(Must be a certified truck producer)

Organization _____ BNN-ID#: _____
(If applicable)

Producer Daytime Phone: _____ Email Address: _____

Will this be indoors or outdoors?: _____

If outdoors, is there a rain date, and if so, when?: _____

Contact to check on rain cancellation: _____

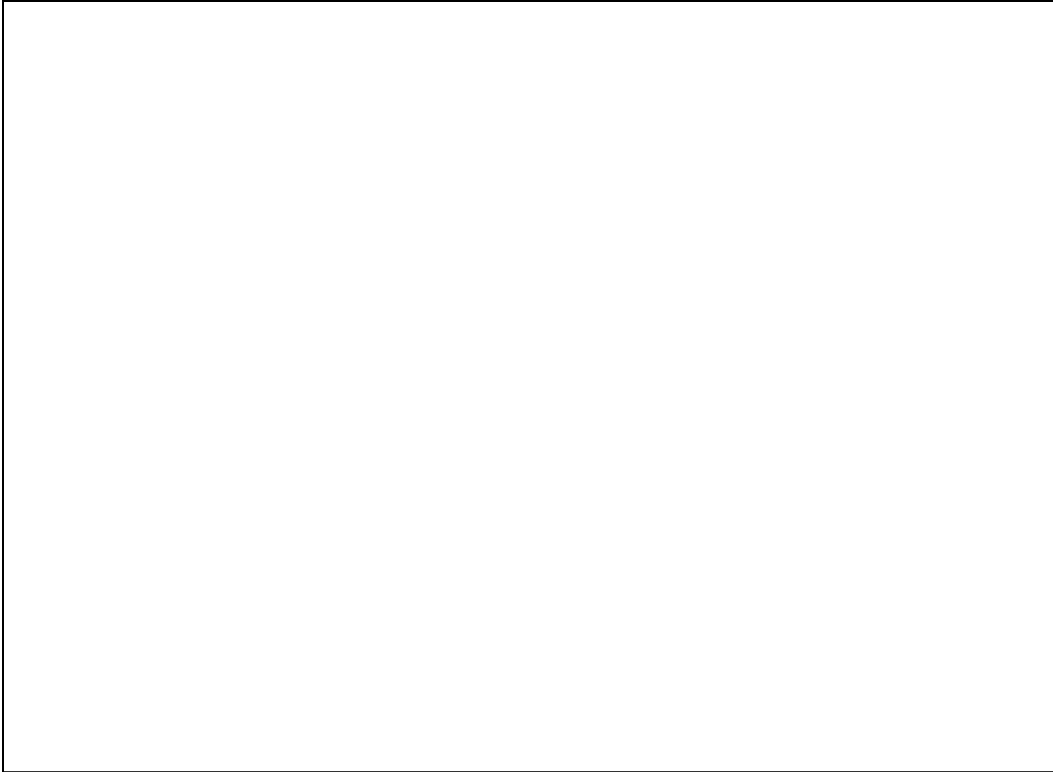
Location of shoot:

Street Address: _____

Driving directions to truck parking location: _____

Contact at location: _____ Phone: _____

Please diagram the basic set-up, including truck parking location, power connection for truck (if applicable), camera positions, how camera and audio cables will be run, extra lighting that may be required and any other information that may be useful:



Show format: *(Check all that apply):*

Stage Performance
Type of performance (concert/play/etc.): _____

Sports Event
Type of sport: _____

Parade
Note: Some Boston parades qualify for crew compensation!

Speech/Lecture

Schedule: When will venue be available?: _____

Time truck is needed at location: _____

Time production (taping) will start: _____

Time production (taping) will end: _____

Time truck will leave location: _____

Will this production be aired live? _____

Please note: To have an event cablecast live, you must fill out a Cablecast Request Form and submit it to the Cablecast department. Requesting a live feed does not guarantee that the shoot will be carried live.

Crew: Positions with an asterisk (*) are required and people filling them must have Truck Crew certification.

Camera 1*: _____ Phone: _____

Camera 2*: _____ Phone: _____

Camera 3*: _____ Phone: _____

CG Operator*: _____ Phone: _____

VTR Operator: _____ Phone: _____

Audio*: _____ Phone: _____

Technical Director (Switcher)*: _____ Phone: _____

Director*: _____ Phone: _____

Associate Producer: _____ Phone: _____

Floor Manager: _____ Phone: _____

Host/Talent: _____ Phone: _____

Producers should arrange with the truck manager to scout the location in advance. When is the best time for you to do this? _____

Truck Manager will check for:

Suitable parking location?: _____ Description: _____

Written permission granted to park truck and run cable? _____

If **yes**, who is the event organizer/building manager/public agency that approved the request?: _____

Contact: _____ Phone Number: _____

If **no**, please explain why no permit or permission is needed:

Onsite power within 50 feet of truck? _____ Location:

OR use of truck generator possible? _____

Camera runs within cable limits?: _____

Two cameras – 300'

Third camera – 150'

4 extensions – 150' each.

How will you be acquiring audio for the event? Will you need any other mikes other than those included with the truck? _____

2 omni mikes

2 lavalier mikes

2 commentator-style headsets with attached microphones

1 150' audio snake with 8 sends and 4 returns

Maximum audio cable run: 300 feet.

Note: We don't provide room PA equipment.

If so, please list: _____

Tested cable-TV drop for live productions? _____

Lighting: Will any additional lights be necessary? _____

Sufficient preparation to insure a successful production? _____

Please note: Project proposals should not be considered confirmed until the truck manager has scouted the location, looked over the production

plan, and verified that the production is feasible with the resources and personnel available.

Payment: (Select One)

___ Every qualified individual/institutional access producer is entitled to one FREE usage per year. Some other productions (such as parades) may qualify for additional free usages.
This rate assumes that negligible funding (less than \$300) is being received for the production.

___ Subsequent usage by an access member for nonprofit purposes: \$720/day (12 hours).
This rate also applies to first-time usage if funding over \$300 is received.

___ Commercial production rates for non-access productions:
No crew: \$1800/day (12 hours).
Crewed: \$3000/day (12 hours).

I understand that I am responsible for the production and content of my project. I understand that failure to fully disclose any funding information, sources, and amounts could be grounds for suspension or termination of access privileges. I will comply with BNN Access Rules and Procedures and all other relevant guidelines. All the information provided in this form is true and accurate.

Signature _____ Date _____

Signature _____ Date _____
(Parent or guardian if producer is under 18)

Truck Manager Approval _____ Date _____

If denied, reason: _____