Getting A Show on SBU-TV

Any student/faculty/staff at Stony Brook University is welcome to propose a new show to be produced at SBU-TV. The following procedure must be followed:

1. Write up the show idea on the SBU-TV ‘Proposal’ form. Be aware of the Program Content Restrictions attached to the Proposal form. A sample format sheet for the program should be included.

2. Present the ‘Proposal’ and format sheet to the Program Director, Manager of Television Operations and the SBU-TV Executive Council for review. They will examine the proposal to ensure that:
   - The show does not conflict with the premise of another show already existing at SBU-TV
   - The show is technically feasible within the limits of SBU-TV’s capabilities.
   - There is a time slot available for the show.
   - There is a large enough crew available for the proposed show.

3. If accepted, the Operations Director should be seen for approval to access the equipment. This will require a completion of training form. If training is needed, an appointment should be set up.

4. Tape stock will be supplied and an assigned time for studio access should be requested. Three weeks will be allocated to create a pilot episode. All tapes must follow the Program Format that is attached to the “Proposal” form. This time can also be used for additional training.

5. The final step is a viewing of the show by the Manager of Television Operations and the SBU-TV Executive Council. They will then render one of three judgements regarding the show:
   a. Passed
   b. Conditionally passed (i.e.: passed, but additional work is needed)
   c. Rejected

Generally, the only reasons a show will be rejected is if it contains material described in the Program Restriction section, or demonstrates complete lack of care and effort. Whether a council member likes or dislikes a show is irrelevant. If the show is passed, or if it is conditionally passed and the producer agrees with the conditions, then a new show has been created. In both these cases, the producer will be provided with numerous suggestions on ways to improve his/her show.
SBU-TV PROGRAM PROPOSAL FORM

Submitted by: __________________      Date:_________________

Working Title: __________________________________________

Synopsis: ________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________

Production/Format: ________________________________________
_________________________________________________________
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_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________

__________ Number of Programs
__________ Length
__________ Estimated Development Time
__________ Estimated Production Time, including editing

Studio/Equipment Requirements: _____________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
Any Special Costs beyond Videotape? __________________________
__________________________________________________________
__________________________________________________________

List of Tentative Program Subjects (if applicable):
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

List of People Currently Involved/Positions Needed to be filled:

Name:    Position:   Telephone #:
________________________ ______ ___________ ______________
________________________ ______ ___________ ______________
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Please attach a detailed treatment format sheet for one program.

There will be no commitments, purchases, production or pre-selection of volunteers prior to acceptance of a proposal by the Manager of Television Operations and the SBU-TV Executive Board.
Program Content Restrictions

Programs submitted to SBU-TV for telecast may not contain the following:

- Material that is obscene.
- Material which may violate any local, state or federal laws.
- Material that is libelous, an invasion of privacy, slanders, or contains unlawful use of copyright or trademark.
- Material which has a reasonable probability of creating imminent danger or damage to property or injury to persons, or creating a public nuisance.
Sample Treatment Format

Stony Brook Police #1, 12/10/01

A program explaining the operation and continued community projects of the University Police. Shot in the studio and various campus locations. This episode explains the self-defense program offered to students.

1. Series theme, title (1:00)
2. Officer introduces himself, describes program. (1:00)
3. Officer introduces guest. Guest gives explanation of his background and that of the self-defense program. (3:00)
4. Cut to pre-shot footage of students explaining how they found out about this program, and their reasons for signing up and participating. (3:00)
5. Back to guest explaining what is taught. (3:00)
6. Pre-shot footage of students in self-defense class, learning moves, etc. (4:00)
7. Host asks some questions about effectiveness of moves, how beneficial they are, etc. Guest responds. (3:00)
8. Cut to students talking of real life experiences, how program has helped them. (3:00)
9. Host has guest give details on how and where to sign up to participate in program. (2:00)
10. Host wraps up show. (1:00)
11. Graphic end title with theme. (1:00)

Approximate length of program: 25 minutes