



# Community Producer Content Planner

*This form is designed to help you plan your video project or show with GNAT-TV, whether it's filmed in the studio or on location. Once completed, please email it to **community@gnat-tv.org**. GNAT-TV staff will follow up to assist you with production planning, scheduling, and resource coordination.*

## Producer Contact Information

Name: \_\_\_\_\_

Town of Residence: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Project Overview

Project or Show Title: \_\_\_\_\_

Is this a:

☐ One-Time Video Project

☐ Recurring Show or Series

What is your project's primary focus or theme: \_\_\_\_\_

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What are your main goals? (to inform, entertain, educate, raise awareness, etc.)

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Who is your target audience?

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What is the key message or takeaway for viewers?

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What is your call to action (if any)?

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**How will your program be distributed?** (cable/streaming, YouTube, social media, etc.)

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**How will you promote it to your audience?**

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**How will you measure success?** (engagement, views, community feedback)

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**What is your deadline or timeline for completion or episode release?**

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**How long will the content remain relevant or "evergreen?"**

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## Format and Content Planning

**Preferred Show Format:**

☐ Talk Show

☐ Panel Discussion

☐ Documentary

☐ Tutorial

☐ Podcast

☐ PSA/Announcement

☐ Commentary

☐ Other: \_\_\_\_\_

**Average Duration (per episode or video):** \_\_\_\_\_

**Target release frequency?** \_\_\_\_\_

**Do you plan to include interviews or guests?** (Yes / No)

If yes, who or what types of guests? \_\_\_\_\_

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**Do you have a script, outline, or shot list?**

☐ Yes

☐ Not Yet

☐ I need help

**Will you include:**

☐ Music

☐ Graphics

☐ Photos or Visuals

☐ Video B-roll or clips

☐ Voice-over narration

☐ Other: \_\_\_\_\_

Do you need assistance sourcing these elements? (Yes / No)

Please describe the elements you plan to include: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Production Planning**

**Where will filming take place?**

☐ GNAT-TV Studio

☐ On Location

☐ Green Screen

☐ Other: \_\_\_\_\_

**Studio/Equipment Services Needed:**

☐ Studio Set

☐ Kitchen Set

☐ Studio Cameras/Audio

☐ Field Camera

☐ Editing Bay

☐ Technical Training

☐ Set Pieces

☐ Other: \_\_\_\_\_

**What will your set look like?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Do you foresee any location-specific challenges?** (weather, access, noise, etc.)

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**What is your intended tone or "feel" of the project/show?**

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**Do you have prior media experience (hosting, filming, editing)?**

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**Will you need help with equipment setup or operation? (Yes / No)**

Describe: \_\_\_\_\_

**Will you be working with a team? (Yes / No)**

If yes, who is involved? Any crew roles needed?

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## **Post-Production, Editing, and Technical Needs**

**Will you need assistance from GNAT-TV for editing? (Yes / No)**

If yes, what editing assistance is needed?

- ☐ Basic trimming
- ☐ Graphics
- ☐ Music
- ☐ Special Effects

- ☐ Color Grading
- ☐ Closed Captioning
- ☐ Title Screen/End Screen
- ☐ Other: \_\_\_\_\_

**What will you add in post-production? (B-roll, images, music, titles)**

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**How do you want the final project delivered?**

☐ DVD

☐ Digital (Google Drive, Dropbox)

☐ Uploaded to GNAT-TV

☐ Other: \_\_\_\_\_

## Budget, Equipment, and Resources

**Do you have a budget?** (Yes / No) If yes, what is it? \_\_\_\_\_

**What equipment do you already have access to?**

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**What will you need from GNAT-TV?** (cameras, mics, lighting)

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**Do you need additional help?**

☐ Camera Operators/Crew

☐ Editors

☐ Writers

☐ Graphic Design

☐ Social Media Help

☐ Other: \_\_\_\_\_

## Legal and Permissions

**Will you need any of the following?**

☐ Location Releases

☐ Guest Consent Forms

☐ Music Licenses

☐ Copyright Approvals

**Have you secured all necessary licenses for copyrighted material?** (Yes / No)

*\*Please note that all licenses and permissions must be obtained before production*

## Production Timeline

**When would you like to begin filming?** \_\_\_\_\_

**Target timeline/filming schedule for:**

**First Episode/Video Completion:**

**Ongoing Episodes/Season:**

\_\_\_\_\_

\_\_\_\_\_

## **Additional Notes**

**Any challenges, concerns, or questions about production?**

\_\_\_\_\_

\_\_\_\_\_

**Any creative ideas, themes, or inspirations you'd like to share?**

\_\_\_\_\_

\_\_\_\_\_

**Other support or resources you need from GNAT-TV?**

\_\_\_\_\_

\_\_\_\_\_

**What questions do YOU need to answer before you can get started? How do you intend to find the answers?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Once submitted, a GNAT-TV team member will follow up to coordinate next steps, including scheduling, equipment access, editing support, and promotion strategy. We look forward to helping you bring your project to life!