

KCS-TV Video Production

Requested By: _____ Date _____

Department/ School: _____

Phone: _____ Email: _____

Production Information

Production Title: _____

Production Date: _____ Time _____

Production Location: _____

Street Address: _____

City: _____ State _____ Zip _____

Location Contact Name: _____ Phone: _____

Email: _____

Live Broadcast Options

Requesting a live web stream broadcast?
If yes, public or system wide?

Yes No
 Public System Wide

Requesting a live broadcast on Comcast Channel 10?
(Public Only)

Yes No

Media Distribution

Broadcast on Comcast Channel 10?
If yes, on what date?

Yes No
Date: _____

Broadcast on knoxschools.org?
If yes, what is the deadline?

Yes No
Date: _____

DVD Copies?
If yes, how many copies?
If yes, what is the deadline?

Yes No
Copies: _____
Date: _____

Production Information

Will there be more than 1 presenter?
If yes, how many?

Yes No

Will there be a panel of speakers?
If yes, how many?

Yes No

- Will a podium be used? Yes No
- Will a computer and projector be used? Yes No
- Is there an existing sound system available? Yes No
- Will there be an audience Q&A? Yes No

Additional Notes

Submit Form

Please mail or fax form to:

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912 S. Gay St., Floor M
Knoxville, TN 37902
Phone: 865-594-1991 | Fax: 865-594-2842
Email: hutsone@k12tn.net