

## 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

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### Submit Form

Please mail or fax form to:

**Sean Dreher**  
**Public Affairs, Knox County Schools**  
**912 S. Gay St., 6<sup>th</sup> floor**  
**Knoxville, TN 37902**  
**Phone: 865-594-1991 | Fax: 865-594-1907**  
**Email: [sean.dreher@knoxschools.org](mailto:sean.dreher@knoxschools.org)**