



SCITUATE COMMUNITY TELEVISION

Application for Performance/Event Coverage

Important Note: SCTV cannot accommodate every request for coverage of events in Scituate.

Anyone who would like to have the Scituate School system or Scituate Community Television videotape an event, performance, game, and meeting must adhere to the following:

1. You must completely fill out this Application for Event Coverage form. You can get additional copies of this form from the Superintendent’s Office, from the Scituate Community Television studio or online through the Scituate Town Website.

2. Send the completed form to sctv@scituatema.gov or

SCTV Scituate Community Television

c/o John Roser Station Manager

606 Chief Justice Highway

Scituate Ma 02066

3. Someone from SCTV will contact you on the status of your request. We cannot accommodate every request for coverage. With every recording there is a cost for materials incurred i.e. blank tape, transportation, etc. These will be itemized and included in our response to your completed Coverage form.

4. If your event is approved for coverage an authorized camera operator will arrive 20 minutes prior to the time of the event to set up the equipment. The camera operator will leave immediately after the event is concluded.

5. You may request a DVD copy or file upload of your event. Please let us know as far in advance as possible.

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Application for Performance/Event Coverage

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Name:  |   | Telephone # |
| Address: |  |
| Organization:  |  |
| On-Site Contact:  |  |
| Date and Time: |  |
| Description of Event: |  |

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Signature of Authorized Representatives

**If you would like information about SCTV please email John Roser at: jroser@scituatema.gov**

Do Not Write Below This Line -To Be Completed By Cable TV Official

Approved: Yes

 No Reason for denial of Application:

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Signature of SCTV Station Manager