



Community Television Consortium of Stark County

P.O. Box 8335 ♦ Canton, Ohio 44711

Voice Mail 330-493-8925

Web site www.ctctv.org

CTC BASIC "*REFLECTIONS*" OUTLINE

If you have any questions or need help at any time during this process, we have trained people on staff who can assist you.

REFLECTIONS

This worksheet MUST be emailed to:

- 1. Bob Aman (r Aman@neo.rr.com)**
- 2. Your interviewer**

no later than one full week before the date your *Reflections* is to be taped or the taping will be automatically cancelled and it will be up to you to reschedule.

Your **group's name** _____

Your **taping date** is: _____

Your **interviewer** is: _____

Your contact person who is overseeing this Reflections is:

Name _____

Title _____

Telephone number _____

Email _____

Your taping time is: _____

Your taping location is: _____

Yes ___ No ___ All your guests, your interviewer, and Bob Aman have been notified and verified.

When you have finished planning your segments and choosing your guests, please fill out this form and email it to:

Bob Aman: Raman@neo.rr.com ;Voice: 330-493-4300; Fax: 330-493-4660

Make sure this is in **ONE WEEK BEFORE** your taping date so we can plan for personnel and graphics.

Your *REFLECTIONS* may have two to five segments. You will need 1½ questions per minute on the average. Please don't show up with two questions for a 10 minute segment and say that your guest is "a good talker". Each *REFLECTIONS* has 28 minutes to fill, allowing 2 minutes for credits and black space at the beginning and end of the program.

We can seat one interviewer and two guests per segment. Our basic *REFLECTIONS* program is in studio "talking heads" using three cameras. CTC will supply the studio, equipment, videographers, sound person, and interviewer (if you choose) for the cost of your yearly dues. You are allowed one *REFLECTIONS* per year. Not taking advantage of your option one year means you forfeit your opportunity. You can not make up for it in another year. Any additional shooting or editing will cost more and should be discussed with Bob Aman.

REFLECTIONS may be taped at another location IF our crew is available and we also tape a *What's Happening* either before or after your program. A representative from your group **MUST** be present until we have packed up and left.

Your group's *REFLECTIONS* will run for the next year, so please plan it carefully. You may want to view other *REFLECTIONS* programs groups have taped for ideas. We will run your *REFLECTIONS* program over our allotted time spots on position 11 and 15 in Greater Canton, and position 50 in Massillon.

You may purchase additional copies of your tape for members or to show at your organization's functions. Please make arrangements with Bob Aman if you want to purchase additional copies.

This *REFLECTIONS* will have _____ segments. The segments can be different lengths, but please have an idea as to time. It will help to run over the questions and answers in advance and time them.

Segment # 1

Guest 1 name, title _____

Guest 2 name, title _____

For more information call: Telephone _____

Web site _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Segment #2

Guest 1 name, title _____

Guest 2 name, title _____

For more information call: Telephone _____

Web site _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Segment #3

Guest 1 name, title _____

Guest 2 name, title _____

For more information call: Telephone _____

Web site: _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Segment #4

Guest name, title _____

Guest name, title _____

For more information call: Telephone _____

Web site: _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Segment #5

Guest 1 name, title _____

Guest 2 name, title _____

For more information call: Telephone _____

Web site _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____