



Event Coverage Application

Title Of Event:		
Date & Time Of Event:		
Address Of Event:		
Name Of Organization:		
Address Of Organization:		
Event Contact Name:		
Contact Phone:		
Email Of Contact:		
	Check One	
Is this event free and or open to the public?	Yes	No
Is this event commercial in nature or intended to make a profit for any party?	Yes	No
If YES, please describe:		
Is this event already receiving coverage from other media operations?	Yes	No
If YES, please describe:		
Are there any restriction to this program being carried on FACT's channels	Yes	No
If YES, please describe:		
Does the sponsoring organization have legal permission and releases to record an rebroadcast the presenters, speakers, performers or artists?	Yes	No
Does the sponsoring organization have legal permission and releases from the owner(s) of the premises to record photography, audio and video?	Yes	No

Application must be submitted 60 days prior to event.



Get Free Coverage Of Your Organization Event

Under specific circumstances, FACT will produce programming for organizations. FACT provides the people and equipment to cover events, and the organization supplies the content and publicity.

Requirements for Free Event Coverage

In order to receive free video coverage from FACT, your organization and event must meet the following requirements:

- The event must be open to the public.
- Submit an Application
- Event must be approved by FACT Event Coverage Committee
- The event must have demonstrable relevance to the Greater Falls community.
- Without restriction, FACT reserves the right to post and air programs on it's website & channels.
- The event is commercial in nature or intended to make a profit.
- The event does not have an audience in our coverage area.
- The event is already receiving coverage from other media operations.

To Receive Free Event Coverage

If your event is eligible for free video coverage, then the sponsoring organization will be expected to:

- Accept full responsibility for the content of the program, talent, and necessary releases.
- Provide FACT with relevant details about the event, such as time, date and location, and any descriptions of the event including topic, speakers, etc.
- Provide FACT with any technical details relating to audio or lighting facilities that may exist at the event location.
- Make every effort possible to publicize the broadcast of the finished program on FACT's channels and/or website.
- Acknowledge FACT for providing free video coverage of the event, either during the event or other appropriate means.

What Your Organization Will Receive

If FACT provides free video coverage of your event, your organization will receive the following services:

- FACT will provide a single camera and operator for a maximum of 4 hours of production time, including setup and breakdown.
- FACT will do simple post-production editing, not to exceed 5 hours, to prepare the program for our television channels. Additional time is available at cost.
- FACT will provide one copy of the finished program to the organization requesting coverage. Additional copies can be made at extra cost.
- FACT will share ownership and rights to the finished program with the event organizers. You may distribute copies of the program; however, if it is being sold, profits must be split evenly with FACT.
- FACT will schedule the finished program to be seen on our cable channels and/or website, and will retain copies for future replays or other FACT promotional uses.

Copyright of the finished program is held by the organization sponsoring the event. Requests for copies from outside parties will be directed to the organization's contact person, who may choose to allow FACT to sell copies. Original footage recorded by FACT staff and volunteers is owned by FACT and may be purchased by the event sponsors at cost.

FACT makes its best effort to provide free video coverage of community events but in some cases we are unable to provide this service due to scheduling and availability of our resources.

Also, while FACT intends to produce high quality programming of community events, and we arrange for the most skilled individuals to provide this service, many of our production crew and assistants are not trained professionals. If you have production needs that are outside the scope of these free services, or wish to produce programming that is not intended for broadcast on our channels or website, you may consider hiring one of FACT's professional production team members.