



KNPB Program or Project Proposal Guidelines

KNPB reviews proposals twice annually. Fall proposals are due on September 1 and spring proposals are due on March 1st. Proposals received after each of those deadlines will be reviewed the next time around. The Community Advisory Board assists KNPB in the review process.

If your proposal is time sensitive, please let us know. For example, if the proposal is to cover an event that will occur before the next proposal review date, please check the box below. If possible, KNPB will review the proposal to meet that deadline.

Name of Project

Your name

Phone numbers

Email Address

Submitting for:

____ September 1 review

____ March 1 review

____ Time Sensitive (Critical Date) _____

KNPB enriches, inspires, entertains, and delights our community while fostering civic responsibility, the sharing of ideas, exploration of our world, and the joy of learning. While all proposals will be considered, KNPB is currently seeking programming and ideas that fall into one or more of the categories below:

- Arts, Culture and Entertainment
- Educational, Informative, Exploratory
- Local Issues and Stories
- Civic Issues, Current Events and World Affairs
- Documentary, POV, and Objective Journalism
- Proposals that will broaden horizons and inspire life-long learning
- Programming for children, teens, and young adults (19-35)

Proposals that reflect thoughtfulness, attention to aesthetics and production quality, original perspectives and new ideas, and attention to the KNPB mission, vision, and programming ethics are encouraged. Please note proposals may be created for any or all of the following: online or web-based programming, on-air programming, community partnerships, or collaborative events.

KNPB will not accept:

- Promotional, marketing, or advertising-based pieces
- Sponsored, biased, one-sided programs
- Proposals that do not adhere to the KNPB mission and station ethics
- Work that either intentionally or not intentionally promotes misinformation, discrimination, hatred, and/or an attack of a person or group of people

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While KNPB is always interested in program ideas from the community, we cannot take on all project ideas submitted. Proposals for programs must reflect PBS and KNPB standards, have sufficiently broad appeal and reflect credible stories and sources. KNPB does not have resources or raise funds for the production of projects submitted to the station. Please be as complete as possible as you fill out the information below which will be used to review your proposal or idea. If you are submitting a finished program, please submit that to KNPB on a DVD or thumb drive. Thank you!

Name and Title (if appropriate)	Phone Number	Email Address
Street Address or PO Box	City	State and Zip Code
Name of Project	Date	

Please provide a well-defined description of your project, answering the following questions. Please be as concise as possible, limiting your description to 2 pages in length (plus budget as one separate page).

- 1) What is the focus and mission of the project?
- 2) What experience do you (and your team of collaborators, if appropriate) have in writing, creating, and/or producing work for television, video, and/or film distribution?
- 3) Who is the intended audience for this project (local, state, national)?
- 4) Do you have a timeline for this project? If so, what is it?
- 5) Is this project ready-to-air, partially completed, or an idea? (If ready-to-air, please submit on a DVD, thumb drive, or link via DropBox, Vimeo or other file sharing application).
- 6) Have you developed a budget for this project? If so, please provide a budget summary as a one-page attachment.
- 7) Do you have potential outside partners for this project? If so, what support and/or assistance would they contribute?
- 8) Do you know what your production needs might be? **No** **Yes**
 If so, please complete the following checklist. It will be considered in the review of the budget attached to your proposal.

Production Needs Checklist (Please check items you will need and include with budget):

Need	x	Need	x
Studio w/lighting & crew		Script Writer	
Studio - 4 walls		KNPB Producer	
Editing		KNPB Assistant Producer	
Field Shoots		Makeup Artist	
Additional Audio requirements		Final Product on Web	
Teleprompter		Final Product on DVD	
Graphics		Final Product on Tape	
Uplink		Final Product as Broadcast	
Set design		Other (please explain):	