



## **COVERAGE REQUEST FORM**

*Revised June 2011*

Although there are a number of events and programs that WinCAM staff covers in the town of Winchester, our mission states that we depend mostly on volunteer members for programming on our channels. For that reason, we ask that residents requesting coverage of a Winchester event fill out this form so that our staff may attempt to make arrangements. Please allow no less than two weeks notice for any requests. WinCAM makes no guarantees of coverage based on the completion of this form.

EVENT NAME: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_

EVENT START AND END TIME: \_\_\_\_\_ EVENT LOCATION: \_\_\_\_\_

INDOORS OR OUTDOORS: \_\_\_\_\_ RAIN DATE: \_\_\_\_\_

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE EVENT OR OF THE NATURE OF YOUR REQUEST: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

MAIN CONTACT FOR EVENT: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

SECONDARY CONTACT FOR EVENT: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

FURTHER INSTRUCTIONS OR INFORMATION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

All events covered using WinCAM equipment are intended for air on WinCAM channels. The producer of the program will own all copyrights regarding the final produced program. It is incumbent upon the parties requesting coverage of an event to gather all the required releases associated with the event and its eventual retransmission on WinCAM channels. The views and opinions expressed in programming airing on WinCAM are those of the program's producer and do not necessarily reflect those of its staff, Board of Directors or the Town of Winchester, MA.

REQUEST SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

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(OFFICE USE ONLY)

COVERAGE PROVIDED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

WinCAM REPRESENTATIVE: \_\_\_\_\_