

Appendix B: REQUEST FORM FOR VIDEO OR BROADCAST SERVICES

Wayland Community Access & Media, Inc.
WayCAM Operations

Request for Video or Broadcast Services

Important note: All requests to WayCAM for broadcasting services must be submitted 2 weeks prior to the date of service requested, 3 weeks prior if the program is to be broadcast live. Emergency requests will be considered on a case by case basis.
All requests will be honored on a first come, first served basis, depending upon availability of crew and equipment.

Date and time of service: _____

Approximate duration of service: _____

Location: _____

What is the nature of the event? (Meeting, lecture, concert, etc.)

Is this a live broadcast? _____ Or is it to be videotaped? _____

(Note - Live broadcasts must take place in the Selectmen's Room, the Public Hearing Room, School Committee Room, Senior Center or Planning Board Room in the Town Building; the Public Library; or Wayland High School.

Book these rooms through the Selectmen's office, Library or High School, as appropriate.)

Camera operator to be provided by your board or committee? Yes No

If yes, does this person need to be trained in the use of WayCAM equipment? Yes No

Camera Operator Name: _____

Phone Number: _____ Email: _____

If organization cannot provide a volunteer, would you like WayCAM to try to provide a camera person? Yes No

Your Name: _____ Email: _____

Your Title: _____ Organization: _____ Phone: _____

Requests may be sent by email to requests@waycam.tv. Or you may print out this form, fill in the information requested, and fax it to the studio at 508-358-3472.

The mailing address is: WayCAM, Wayland High School, 268 Old Connecticut Path, Wayland, MA 01778.
Phone: 508-358-5006.

Jim Mullane, Executive Director – jim@waycam.tv – www.waycam.tv