

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 Select Board's Room, the Large Hearing Room, School Committee Room, or Wayland Commons Room in the Town Building; the Public Library; or Wayland High School.

Book these rooms through the Town Manager'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 ☐ Yes ☐ No
WayCAM equipment?

Camera Operator Name: _____

Phone Number: _____ Email: _____

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

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.

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