

KMVT How-To Guide

How to become a producer at KMVT15 – July 2013

Quick Overview

1. Sign up as a station member
2. Take the Studio Production Workshop
3. Take the Producer Workshop
4. Reserve a 4 hour studio time
5. Find Crew
6. Tape your show
7. Submit your show for playback

Detailed Process

1. Tour our station and talk with our staff about your idea.
 - a. Determine if your show idea can be produced in our studio or if another option such as field production would be better
2. Sign up as a member of the station and take our classes
 - a. Membership with our station is required to produce content here
 - b. The producer workshop is required for all producers
 - i. This mostly covers legal and procedural things you need to know.
 - c. Take either the Studio or Field classes.
 - i. The classes you will take depend on what kind of show you are going to produce.
3. Reserve a time slot to produce your show
 - a. First time producers must reserve a 4 hour timeslot.
 - b. A 2 hour timeslot is standard
4. Find a guest and crew for your show
 - a. Use the Eager to Crew List
5. Tape your show
 - a. Feeding your crew helps
 - b. Your crew are volunteers, be nice to them.
 - c. Staff are available for questions
6. Edit your show if needed
7. Submit your show for playback on our channels
8. Congratulations you are now a producer!

Notes: This document is intended to cover a specific task. In many cases you may need additional skills to complete the project. Please refer to one of our other How-To Guides or consider enrolling in one of our training courses for more advanced training.