

## Proposal for Operational Development of FVTV

FVTV has come to the point where operational supervision is required to continue. I propose to take on the challenge of developing operational procedures required in the following areas.

1. Develop Core Weekly Show that is content driven by the public
2. Playback Tasks
3. Administrative Tasks
4. Engineering Tasks
5. PEG Grant Equipment Selection Tasks
6. Studio Engineering Tasks
7. Studio Classroom Set Up
8. Equipment Inventory and Maintenance
9. Security Procedures
10. Grand Opening

In addition FVTV needs to proceed on schedule for the grand opening and membership drive. This grand opening requires the creation of an advertising campaign that will need to be implemented immediately to meet our deadline.

In the past FVTV has relied entirely on volunteer support to accomplish most of these things. The results of these efforts were varied and inconsistent. After assuming playback FVTV has increased the technical challenge that it faces.

In order to manage these challenges FVTV needs someone with intimate knowledge of station operations and a great degree of technical knowledge to develop, communicate, and train FVTV producers and staff. After my recent experience with the installation of the playback system I have come to the realization that the amount of time required to accomplish all of these tasks is substantial.

As a small business owner my time is my most valuable asset. With this in mind I cannot commit the volunteer hours necessary to accomplish all of these tasks. However, for a modest consulting fee of \$1,000.00 a month starting retroactively on August 1, 2011 I will commit to ensuring FVTV has the operational procedures in place to support playback as well as the equipment and training program going forward to meet our mission of providing access to the public.

### Deliverables

Because of the time sensitive nature of this project I submit the following list of deliverables that FVTV can expect over the course of the proposed contract.

Please note that some of these deliverables are already in progress.

1. Grand Opening
  - a) Coordinate and create advertising campaign for membership drive and grand opening
  - b) Coordinate community outreach effort for grand opening
  - c) Conduct Grand Opening
2. Develop Core Weekly Show that is content driven by the public
  - a) Create a weekly scheduled variety show where we invite the public to present whatever they

want without having to pay fees or have any technical knowledge

3. Playback System
  - a) Installation
  - b) Testing
  - c) Output
  - d) Create FVTV Graphics Package
  - e) Create Schedule and Engineering Procedures
  - f) Train Schedule and Engineering Back Up personnel
  - g) Create Accountability and QC/QA Procedures for playback
  - h) Create public submission procedures
  - i) Create class to train public on submission procedures
  - j) Teach class about submission procedures
  - k) Create list of qualified producers to assist public submission of programs
  - l) Create metrics for critical usage information of system.
  - m) Ensure metrics are accurate and recorded monthly in the board meetings
  
4. Administrative Tasks
  - a) Refine and update current administrative procedures
    - Update Office to windows 7
    - Implement all data tracking in quickbooks
    - Implement inventory control in quickbooks
    - Retire Facil
    - Refine and codify all business procedures
    - Implement card tracking of all FVTV staff, visitors, and volunteers
  
5. Engineering Tasks
  - a) Maintain playback system
    - Create procedures for playback maintenance
  - b) Maintain studio equipment
    - Create system for maintaining all studio equipment including cameras and switchers
  - c) Create class on engineering for multi-camera shoots
  - d) Teach multi-camera class
  
6. PEG Grant Application
  - a) Select and price equipment for the 2012 PEG grant process
  - b) Ensure that grant application deadlines are met
  - c) Assist in writing grant application
  - d) Be available to follow through with meetings during the grant application process
  
7. Studio Engineering
  - a) Set up broadcast pix switcher to work with PMW-320s
  - b) Integrate broadcast pix for live playback
  - c) Identify all equipment necessary for single switcher operation
  - d) Create class on broadcast pix operation
  - e) Teach class on broadcast pix operation
  - f) Maintain studio equipment
  - g) Develop audio capture procedures and select equipment for studio capture

8. Studio Classroom Set Up
  - a) Setup editing bays
  - b) Setup classroom area
  - c) Setup information systems
  - d) Create software policy for FVTV
  - e) Implement software policy
  
9. Equipment Inventory and Maintenance
  - a) Refine equipment inventory system
  - b) Move inventory system to quickbooks
  - c) Create maintenance policy
  - d) Implement maintenance policy
  - e) Identify and sell obsolete equipment
  - f) Identify and reaffirm inventory of all usable equipment
  
10. Security Procedures
  - a) Create physical security policy
  - b) Implement physical security policy
  - c) Create information security policy
  - d) Implement information security policy
  - e) Create IS password policy
  - f) Implement IS password policy

The purpose of this proposal is to ensure that all the progress that FVTV has made of the last 2 years comes to fruition. As stated earlier all of these functions are necessary to make FVTV whole, but it is not reasonable to expect this level of commitment and effort on a purely volunteer basis.

#### Contract Details

1. The consultant position will start retroactively from Aug 1, 2011 and end Jan 1, 2012.
2. The pay will be \$1000.00 per month for a total of \$5,000.00
3. Satisfactory progress must be made in order for the contract to continue a full five months.
4. Satisfactory progress will be measured by milestones.

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|-------------|---|
| Milestone 1 | Grand Opening                                       |
| Milestone 2 | Playback up and running with VLM procedure in place |
| Milestone 3 | Back Up Engineer identified and trained             |
| Milestone 4 | Complete policy and procedures manual               |
| Milestone 5 | Core Show on air                                    |

This proposal is respectfully submitted by

E. James Omelina

Thank You for Your Consideration.