



SAN ANTONIO COMMUNITY EDUCATIONAL TELEVISION, INC.
15533 CAPITAL PORT DR., SAN ANTONIO, TX. 78249
(210) 479-0123, FAX (210) 492-5679

Dear Ms. Peace:

Thank you for agreeing to appear on our Community Educational program, "Joy in Our Town". Your taping date is **Tuesday July 7, 2009**. Your time slot is **2:40 P.M.** Please plan to arrive **15 minutes** before your time slot. You will find several forms for you to fill out and return to me at sharon.denney@khce.org, or FAX to (210) 492-5679. **Directions to the station** are also attached.

The first form attached is a brief **Community Survey** in which you can communicate with us your observations in these areas. Please take a few minutes to answer the questions and return it to us. This is your opportunity to voice your opinion and influence the programming that affects our city.

Recognizing your position as a leader in our community, we are seeking your help in determining the problems, issues, needs and interests within our community. As a community educational television station it is our desire and responsibility to air programming that addresses the issues of our community. To determine these issues, the FCC requires that we interview the community's leaders. This is why it is crucial for us to receive your help in this survey so we may truly serve the needs of our community.

The second form is the **Interview Form**. This form should reflect the person(s) appearing on the program. It will provide contact information, information for production graphics, and several interview questions giving insight into the issue to be discussed.

The third form is the **Program Release Form**. This is required for you to participate in the programming. **Each guest must complete and sign a separate program release form.**

Please return these three forms to me no later than **Tuesday, June 16, 2009**. Thank you for your help and concern.

Sincerely,

Sharon L. Denney
Public Affairs Director
210-479-0123
210-492-5679 FAX
sharon.denney@khce.org



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*Please take a moment to fill out the following information and answer the questions below.
 This information helps KHCE ascertain community issues for the public affairs local program.*

Community Survey

PLEASE PRINT

For in-house use only

Name: Annalisa Peace	
Title: Executive Director, Greater Edwards Aquifer Alliance	
Address: PO Box 15618	
City/State/Zip: San Antonio, Texas 78212	
Phone: 210-320-6294	
Date and Location of Interview: July 7, 2009 KCHE studio	
Interviewed by:	Check 5 Top Issues:
Additional Leadership Positions:	Crime <input type="checkbox"/>
	Economy <input type="checkbox"/>
	Education <input type="checkbox"/>
	Environment <input checked="" type="checkbox"/>
	Family <input type="checkbox"/>
	Gangs <input type="checkbox"/>
	Government <input type="checkbox"/>
	Health <input type="checkbox"/>
	Homeless <input type="checkbox"/>
	Housing <input type="checkbox"/>
	Minority Issues <input type="checkbox"/>
	Public Safety <input type="checkbox"/>
	Senior Citizens <input type="checkbox"/>
	Substance Abuse <input type="checkbox"/>
	Transportation <input type="checkbox"/>
	Unemployment <input type="checkbox"/>
	Youth <input type="checkbox"/>
	Other _____ <input type="checkbox"/>
Please list or comment on three issues/needs affecting San Antonio. Your opinions and comments are greatly appreciated: Regional Habitat Conservation Plan for Southern Edwards Plateau SAWS Policy on Extending Water and Sewer Service out to the Edwards Aquifer Recharge and Contributing zones	



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“Joy in Our Town”

KHCE INTERVIEW FORM

Please **PRINT** your contact information legibly for the graphics. **Must indicate the contact information which is to be given out to the viewers.** Remember-use black pen if form is to be faxed.

GUEST (S) NAME & TITLE: Annalisa Peace, Executive Director

ORGANIZATION: Greater Edwards Aquifer Alliance

ADDRESS: PO Box 15618

CITY: San Antonio **STATE:** Texas **ZIP:** 78212

PHONE # FOR VIEWER INFORMATION ONLY: 210-320-6294

(Choose either Web or E-mail (not both) for viewers to contact the Organization for information (NO PERSONAL CONTACTS INFO)

WEB INFO for viewers to contact: www.AquiferAlliance.org

OR

E-MAIL for viewers to contact: _____

DO NOT ANSWER QUESTIONS ON THIS FORM. These questions are to demonstrate how topic should be addressed in interview. Please add any other questions you think might speak to the topic. Feel free to quote any statistics/pertinent facts about your subject during the interview.

- 1) Give a little background on your organization and what you do, how you operate?(1-2 min.)
- 2) What are some environmental issues affecting our community?(regional habitat conservation)
- 3) What are some of the contributing factors to these issues?
- 4) What are some of the steps needed to combat these issues?
- 5) How does this potentially impact the local community?
- 6) Are you seeing progress in these areas?
- 7) What other steps can be taken to combat these issues?



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JOY IN OUR TOWN AUTHORIZATION AND RELEASE FORM

I hereby grant to San Antonio Community Educational Television, Inc. (SACET) and to its licensees, assignees and other successors-in-interest, all rights of every kind and character whatsoever, in perpetuity, in and to my appearance likeness, performance, name and/or voice and the results and proceeds thereof (my "Performance") in connection with the television programming of SACET.

I hereby authorize SACET to record and photograph (on film, tape, digital, electronic or otherwise) my performance; to edit my performance at SACET's sold discretion; to make multiple recordings of my performance and to use and re-use my performance, in whole or in part.

I hereby release, discharge, indemnify and hold harmless, SACET, its employees, agents, licensees, successor and assigns from any and all claims, demands or causes of action that it may have or may from now on for defamation, invasion! of privacy or right of publicity, infringement of copyright or trademark, or violation of any other right arising out of or relating to any utilization of the rights granted under this agreement.

I also understand and agree that I am to receive no compensation for my appearance on or participation in the program. I acknowledge that I have received adequate consideration for this release.

The rights, licenses and privileges herein granted to SACET are irrevocable and not subject to recession, restraint or injunction under any circumstances. Nothing herein shall be construed to obligate SACET to produce, distribute or use any of the rights granted herein.

The Authorization and Release Form shall be construed according to the laws of the State of Texas, where jurisdiction shall lie with venue in the County of Bexar. I hereby waive jurisdiction and venue in any other place. This agreement contains the entire understanding of the parties relating to the subject matter.

NAME: Annalisa Peace



SIGNATURE: _____

ORGANIZATION NAME: Greater Edwards Aquifer Alliance

ORGANIZATION ADDRESS: PO Box 15618, San Antonio, Texas 78212

PHONE: 210-320-6294

PROGRAM NUMBER: _____ AIR DATES: _____



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Bonus Footage Requirements for Interviews

- You must own rights to any media we air
- All media must be broadcast quality. The broadcast department will use their discretion on the media's use.
 - **NO Power Point**
 - **NO VHS**
- Any media must be turned in at least one week before taping
- Acceptable file formats:

PICTURES

.JPG
.PNG
.PSD
.TIFF
.BMP
.GIF

VIDEO

.MOV
.MPG
.AVI
.MPEG4

HARD COPY VIDEO (must be **delivered to studio** at least one week before taping)

DVD
Mini DV
DV cam
SP Beta



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ON-CAMERA WARDROBE SUGGESTIONS

These are wardrobe suggestions for television production

- Two piece works best to attach mike transmitter easily to the waist of skirt or pants
- Jacket works well for attaching a microphone
- Solid, matte colors, large patterns or wide stripes
- Earth toned, primary colors, or black
- Deep colors work well-nothing too bright or loud
- Pastel colors

Ladies, if you wear a SKIRT, please be advised to keep the length below the knee. Once in a sitting position, the skirt tends to ride up and not look complementary when taped. Watch blouse or dress neckline. Not too low or too sheer a material. It doesn't photograph well and we need to attach the mike at the neckline.

Colors to stay away from:

- Pure red
- All white
- Neon or bright Pink, Green, Yellow

Patterns to stay away from:

- Small checkerboards
- Loud Plaids
- Tight stripes, tight patterns, or tight linear patterns



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DIRECTIONS TO KHCE

KHCE is located at 15533 Capital Port Dr.

To arrive from San Antonio International airport:

- Take US HWY 281 North to Loop 1604 West
- Take Loop 1604 West toward I-10
- Exit Lockhill Selma (next exit after Military Hwy) and stay on the **access** Rd. of 1604 West to Tradesman Dr.
- Make a **Left** onto Tradesman and enter the Industrial Park, to the first street Capital Port
- Make a **Left** on to Capital Port to the **third** building on the Left

To arrive from I-35 and Loop 1604:

- Take Loop 1604 West toward I-10, **past** US Hwy 281
- Exit Lockhill Selma (next exit after Military Hwy) and stay on the **access** Rd. of 1604 West to Tradesman Dr.
- Make a **Left** on to Tradesman and enter the Industrial Park to the first street Capital Port
- Make a **Left** on to Capital Port to the **third** building on the Left

To arrive from the Northwest (Sea World):

- Take Loop 1604 East **past** Babcock to the Frontage Rd. exit
- Exit Frontage Rd. and stay on the **access** road of 1604 East cross under I-10 past the "Park & Ride" to Tradesman (**Do Not** get on 1604 again)
- Make a **Right** on to Tradesman and enter the Industrial Park to the first street Capital Port
- Make a **Left** on to Capital Port to the **third** building on the Left

To arrive from the South:

- Take I-10 West past the UTSA Blvd exit to the Frontage Rd. exit
- Exit Frontage Rd. and follow the access road as it bends to the right and merges into the access road of 1604
- Take the **access** road of 1604 **East (Do Not** get on 1604 again) to Tradesman
- Make a **Right** on to Tradesman and enter the Industrial Park to the first street Capital Port
- Make a **Left** on to Capital Port to the **third** building on the Left

To arrive from the North (Boerne):

- Take I-10 East to the Frontage Rd. exit, just after La Cantera exit
- Exit Frontage Rd. following the access road under Loop 1604 and make a Left onto the access road of Loop 1604 East (after the first Stop sign). Follow the access road of 1604 East (**Do Not** get on 1604) to Tradesman
- Make a **Right** on to Tradesman and enter the Industrial Park to the first street Capital Port
- Make a **Left** on to Capital Port to the **third** building on the Left

Any guests appearing on a program should park behind the microwave tower and along the side of the building. Once parked, ring in at the door by the tower marked **Guest Entrance Green Room**.