

FAIRFAX GAY AND LESBIAN CITIZENS ASSOCIATION

GAY FAIRFAX Meeting Agenda: Thursday, Oct. 26th, 1989

I. Introductions

II. Background

- A. Proposal
- B. Training opportunities
- C. FCAC Approval
- D. Promotion/Sponsorship Opportunities

III. FCAC or FLGCA Production?

- A. Discussion with FCAC Facilitator
- B. Advantages/Disadvantages:
 - 1. Production flexibility
 - 2. Stability
 - 3. Guranteed Air-time
 - 4. Promotion Support
 - 5. Other Considerations
 - 6. Decisions

IV. Monthly or Weekly?

- A. Advantages/Disadvantages
- B. Material needed
- C. Time Commitments
- D. Decision

V. Upcoming Production Schedule

- A. Review
- B. Suggestions
- C. Assignments

VI. Air Schedule

VII. Other Business

VIII. Next Meeting

IX. Adjournment

GAY FAIRFAX: SEGMENT PRODUCTION

DATED FIELD PRODUCTION:

Oct. 30 FLGCA General Meeting: Kate Dyer
Nov. 2 Lambda Rising: Armistead Maupin
Nov. 9 - 12 NGLTF: Creating Change Conference
Nov. 12 N.O.W.: Mobilize for Women's Lives (march)
Nov. 13 FLGCA General Meeting: Jeannette Paroly
Dec. 11 FLGCA General Meeting: G & L Chorus
? Couple Support Group: monthly topics
January CARE Virginia: AIDS Lobby Day (Richmond)

SEGMENT PRODUCTION

AIDS Update: mortality figures, AIDS digest (Blade? Advocate?)

Gay History: anniversaries, birthdays of noted gay/lesbian events and people (from Gay Book of Days)

Gay/Lesbian Organization Profiles: Gay Women's Alternative, Couple Support Group, Project NOVAA, NOVAM, Virginians for Justice, Lesbian Zip Code Group, Common Bond, Adventuring, etc.

Inside Government: individual interviews with Board of Supervisors, Human Rights Commission members, Falls Church and Fairfax City officials, etc.

Calendar of Events: compiled monthly or updated weekly

Commentary: Coordinating and producing opinion pieces, letters

Graphics: Developing, designing and coordinating graphics

State and National News: compiling, editing and writing/
producing segment (Blade? Advocate? Our Own?)

FAIRFAX LESBIAN AND GAY CITIZENS ASSOCIATION

GAY FAIRFAX

Welcome to the GAY FAIRFAX team!

Thank you for your interest in GAY FAIRFAX, the cable TV magazine which shares news, views and pride with lesbians, gay men and their friends! The monthly half-hour program will be shown on cable TV Channel 10, which is distributed on Media General Cable throughout Fairfax County. GAY FAIRFAX is a production of two organizations: the Fairfax Lesbian And Gay Citizens Association (FLGCA) and Fairfax Cable Access Corporation (FCAC), also known as Channel 10.

Fairfax Lesbian and Gay Citizens Association

FLGCA was incorporated in December 1988 to create a sense of community for gay men and lesbians of the Fairfax area, to educate the community on gay and lesbian issues and to press for equal rights and protection against discrimination. GAY FAIRFAX is a natural extension of this mission.

Fairfax Cable Access Corporation

Channel 10 is operated by the Fairfax Cable Access Corporation, a non-profit organization dedicated to providing citizens like you with access to television by providing training and equipment. Their funds are provided directly by Media General, which built and operates the cable TV franchise in Fairfax County.

GAY FAIRFAX: A Forum of Ideas

GAY FAIRFAX is a magazine program, flexible enough to include just about every programming idea. A typical program rundown would be:

1. Open with logo and music (30 seconds)
2. Introduction of program (1 min.)
3. News summary (2 min.)
4. FEATURE SEGMENT #1 (5 - 8 min.)
5. "My View" (opinions) (2 min.)
6. FEATURE SEGMENT #2 (5 - 8 min.)
7. PSA's for Gay/Lesbian Groups (1 min.)
8. FEATURE SEGMENT #3 (5 - 8 min.)
9. Wrap-up, Promo Next Show (30 seconds)
10. Close and credits (1 min.)

GAY FAIRFAX Organization

Like any group that needs to get things done, the GAY FAIRFAX team has divided responsibilities among themselves. Although many responsibilities have already been assigned, most roles have been created to be rotated -- so everyone can learn new skills! Here are the positions:

1. Official Producers: David Vanderbilt and Barry Forbes submitted the proposal to FCAC/Channel 10 and have been designated by FCAC/Channel 10 as the official producers and liaisons with the station. David and Barry are also the series hosts, along with Page Nelson.

2. GAY FAIRFAX Managers: The team members that oversee and coordinate all activities for the series are:

Programming Manager	Michelle Michaels	683-1414
Production Manager	David Vanderbilt	450-9523
Scheduling Manager	Larry Kennedy	323-6568
Technical Manager	Kevin Kerdash	323-6568
Administration Manager	Mary	354-1396
Marketing Manager	Barry Forbes	329-6264

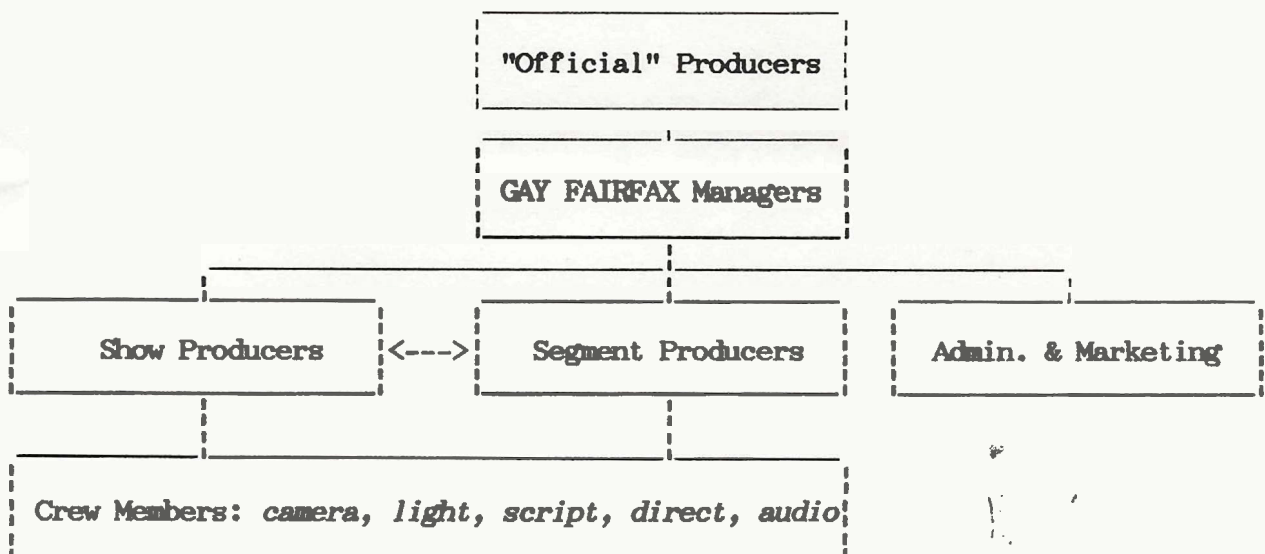
3. Administration and Marketing: The administration and marketing teams are responsible for recruiting new team members; keeping the names, addresses and interests of team members; facilitating communication among team members (by coordinating meetings, mailing newsletters, and by telephoning); promoting the series through media relations and advertising; tracking the finances of the series; and soliciting underwriting.

4. Show Producers: Each individual half-hour show is the responsibility of one team member who selects (with the Programming Manager) all segments for each show; makes sure all wrap-around scripts are written and given to the hosts; all segments are ready for air; confirms all credits; lines up the studio crew for the wrap-arounds; works with the director during studio shoots of the wrap-arounds; works with the editor in assembling the full show; and fills out Channel 10 "Program Information Sheet" for each show.

5. Segment Producers: The conception, scripting, shooting, and editing of each individual segment within each show is the responsibility of segment producers. Segments include the feature stories, news summary, "My View" (opinion section), public service announcements (PSA's) for other lesbian/gay groups, full show credits, etc. Each segment producer is responsible for lining up talent, reserving equipment, coordinating crew, and providing the finished segment on cassette, along with the introduction script, to the appropriate show producer.

6. Crew Members: Crew members actually create GAY FAIRFAX! Members can be certified by Channel 10 to shoot with a porta-pak, use studio cameras, edit, design and run studio lighting, monitor audio, design graphics, and direct studio productions.

Here's how these GAY FAIRFAX team members work together:



Get Involved With GAY FAIRFAX

GAY FAIRFAX is open to all ideas -- and to everyone's participation! Here's how you can get involved:

1. Attend Monthly Planning Meeting

Come meet the other members of the team and find out what projects are in production and how to get training. Every month, the GAY FAIRFAX crew meets to greet new members, determine the status of current projects, discuss programming ideas, assign crews and responsibilities, and plan production dates and other meetings. Find out what projects are in the works and join in! Fill out a GAY FAIRFAX Team Member Form. And, if you'd like, become a member of FLGCA, too!

2. Enroll in Training Sessions at Channel 10

Sign up for orientation, basic production, porta-pak, editing, TV directing, and many other sessions at Channel 10. Training sessions are held on the Northern Virginia Community College campus in Annandale and at the James Lee Recreation Center in Falls Church. Call Channel 10 at 425-4170 to sign up for the first two basic sessions: Orientation (free) and Introduction to Television Production (\$20; includes membership in Channel 10). Hurry -- classes fill up quickly!

3. Work on Current GAY FAIRFAX Projects

The best way to learn is to do. So don't be shy -- when you hear about a segment that interests you, ask to tag along. The Segment Crew would be delighted to have an extra pair of hands and will be eager to help train you on the job. Ask to participate in every aspect of the project: planning, shooting, editing, scripting, and final administration. You'll build enough confidence to produce your own segment!

4. Volunteer to Produce Your Own Segment

You can suggest segment ideas or agree to produce a regular section of the show (PSA's, "My View," etc.). Here are the steps:

- a) Share your idea with the Programming Manager who may be able to give you some leads or angles on the story.
- b) Check with the Production Manager who can help you select the equipment you'll need and give you some production tips.
- c) Make sure Channel 10 equipment is reserved at least three days in advance. Reserved equipment must be picked up and returned on time. Never default on your reservation! Only two defaults will prevent GAY FAIRFAX from using ANY equipment for a full year.
- d) Line up your segment crew either by calling people from the crew list (available from the Administration Manager) or posting a notice in the monthly newsletter.
- e) Shoot your story or interview with a variety of camera angles and reaction shots for editing. Be sure your subjects sign releases! (Release forms are available from Administration Manager).
- f) Edit your segment, with assistance of Technical Manager, if needed.
- g) Hand in completed segment to the specific Show Producers with timing, suggested introduction copy, and list of crew credits.

Get involved now -- you can make new friends, learn new skills, help educate your community and have fun all at the same time!

Thank you for making GAY FAIRFAX a reality.