

PROGRAMME PROPOSAL SUBMISSION COVERSHEET – HOW TO GUIDE

Before you submit a proposal there are a few things that you will need to consider:

- Does your proposal align with Maori Television's Outcomes Framework?
Refer to: [Maori Television Outcomes Framework](#)
- Have you read the Funders RFP information on their websites to understand what the Funder is looking for?
- Have you read the "Latest Updates" on our website to understand what we are looking for?
<https://www.maoritelevision.com/about/producers/latest-updates>
- Have you gone through the "Producers Resource Guide" on our website to understand the "Proposals" Process?
<https://www.maoritelevision.com/about/producers/producer-resource-guide>

Important Notes:

The proposal is a lot easier to assess when:

- ✓ As many fields as possible are populated
- ✓ The information that is provided is as complete and accurate as possible

If this proposal progresses through the various stages, the data is then used to provide the Broadcasting Support and Commitment without the need for updates and changes which also cause delays.

Below is a checklist of considerations and documents that will be required as part and during the proposal process:

- Concept (Includes Synopsis, Format, Treatment & Target Audience)
- Full Reo & Tikanga Strategy
- Health & Safety Plan
- Full Budget NB: Related party costs need to be highlighted
- Production Schedule
- Potential Digital Assets and any proposed Platform Partnerships
- Key Personnel
- Review of our Terms and Conditions

All relevant documents **must** be emailed to: proposals@maoritelevision.com for us to process and be considered in any funding round. ****NB: Maximum file(s) size of email must not exceed 15MB****

Please also make sure you register to our producer newsletter so you receive information about what kinds of programmes Māori Television are looking for in the future. **You can register here:**

<http://www.maoritelevision.com/about/producers/latest-updates>

PROPOSED FUNDER	NZONAIR or TMP		
FUNDING ROUND	REFER TO: https://www.maoritelevision.com/about/producers/latest-updates - for ROUND INFORMATION		
PROGRAMME TITLE & SERIES NO.	As stated		
PROGRAMME SYNOPSIS	A synopsis explaining what the programme is about (188 Characters Max)		
PROGRAMME DETAILS			
No. of Episodes	As stated	Duration (mins)	As stated
Platforms	<input type="checkbox"/> Linear <input type="checkbox"/> Digital <input type="checkbox"/> Other:	Total hours	# Of Eps x Duration (mins)
Te Reo %	As stated	Te Reo Category	<input type="checkbox"/> 0-30% Receptive <input type="checkbox"/> 30-70% Second <input type="checkbox"/> 70-100% Fluent
Audience	<input type="checkbox"/> Tamariki <input type="checkbox"/> All People 5+ <input type="checkbox"/> All People 5+ Male Skew <input type="checkbox"/> Whanau <input type="checkbox"/> Rangatahi <input type="checkbox"/> Maori 5+ <input type="checkbox"/> 18-25 <input type="checkbox"/> 18-39	Genre/s	<input type="checkbox"/> Drama <input type="checkbox"/> Feature Film <input type="checkbox"/> Comedy <input type="checkbox"/> Fluent <input type="checkbox"/> Tamariki <input type="checkbox"/> Kapahaka <input type="checkbox"/> Kai <input type="checkbox"/> Reality <input type="checkbox"/> Lifestyle <input type="checkbox"/> Sport <input type="checkbox"/> Obs Doc <input type="checkbox"/> Whanau <input type="checkbox"/> Scripted <input type="checkbox"/> Event <input type="checkbox"/> Factual Documentary <input type="checkbox"/> Other:
KEY PERSONNEL			
Production Company	Enter complete "REGISTERED PRODUCTION COMPANY NAME"	Executive Producer	As stated
Producer/s	As stated	Director/s	As stated
Key Talent	As stated	Te Reo Consultant	As stated
Writer/s	As stated	Editor/s	As stated
COMPANY DETAILS			
Full legal Name of Company	MUST BE FULL AND COMPLETE REGISTERED COMPANY NAME (Used for BC and if the Prop is Approved for Funding – this information is used for the legal documentation)		
Company's Registered Office	As above		
Physical & Postal Address	As above		
Email & Phone Details	As above		

PROPOSED KEY DATES (these dates should reflect your production schedule)

NOTE: It is extremely important to work with your Commissioner around your proposed dates to ensure they do not deviate and come up against issues when time to schedule or to AIR

Production Start Date			
Delivery of Masters to MTS	Either enter "Window of Dates, FROM and TO) or if available enter "List of dates"		
First TX/On Air Schedule Date	As Above – this first date is loaded into our system and picked up by or scheduling team – IT IS IMPORTANT TO NOTE THAT IF THIS SCHEDULE DATE NEEDS CHANGING THAT IT REQUIRES A VARIATION AND APPROVAL TO UPDATE THE SYSTEM WHICH CAN TAKE TIME AND COULD AFFECT THE ANTICIPATED DATE/S.		
BUDGET & FUNDING (excluding GST)			
TOTAL BUDGET \$	\$ All fields added together	Cost per ep \$	\$ = Total Budget / # of Eps
NZOA Ask (if known)	\$	TMP Ask (if known)	\$
MTS Ask (Resources and/or Cash)	\$	OTHER Funding (if any)	\$