



Producing at LMC Media

- 1 free booking (TV/Podcast studio) per month for members. Rates will apply to nonmembers.
- All new producers must have an orientation and fill out a producers agreement.
- 1 hour use max, including set-up and breakdown.
- Request studio time using link <https://form.jotform.com/LMCMEDIA/ProductionServices>
- If additional time is needed rate would apply,
- To find out our rates visit here: <https://lmcmedia.org/production-services/#RateCard>

Starting a new Program

- Orientation with Studio Production Manager to review protocol, policies and procedures for use
- Pick your format - What style will your program be?
 - Zoom, Video or Podcast Recording
 - Interview, Scripted Narrative, etc.
- Show opening/ Elements needed Graphics and music (for both audio and video programs)
 - Hire a Graphic Designer through LMC Media or sign up with Canva (free) and use one of their templates.
 - Motion graphic templates for video projects can be found here. Send the link of your choice to the Studio Manager www.videoblocks.com
 - Pick your theme song in LMC Media Music Library, Send the link of your choice to the Studio Manager <https://www.dewolfmusic.com/>
- **Video recordings**
 - Design look or visuals of set. There is a monitor on set for graphic display.
 - Lower third graphic design
- Depending on your production needs, additional crew members can be hired.

Finished Programs

- Studio Production Manager will send you a file with your finished program and LMC Broadcast Manager.
- Post production is not included in studio bookings.
- First time podcast producers must share their podcast site to host on LMC Website.