



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

Dear Representative,

I am extending you an invitation to appear as a guest on our community educational program "Joy in Our Town". The taping date is **Wednesday, February 3rd, 2016**. The time slot is **9:15 AM Arrival Time** and the topic for discussion will be **Environment**. There are a few forms for you to complete and return to me upon agreement at [amendez@khce.org](mailto:amendez@khce.org) or FAX to (210) 492-5679. **Directions to the station** are also attached.

**\*\*\*\* PLEASE COMPLETE AND RETURN THESE FORMS BY 01/13/16 \*\*\*\***

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. This form is very important to us as it assists us in serving 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.**

Thank you for your help and concern.

Sincerely,

Adam Mendez  
Public Affairs Coordinator  
210-479-0123  
210-492-5679 FAX  
[amendez@khce.org](mailto:amendez@khce.org)

***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.***



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# Community Survey

PLEASE PRINT

|  |   |
|--|---|
| Name: Annalisa Peace   |   |
| Title: executive director  |   |
| Address: PO Box 15618  |   |
| City/State/Zip: San Antonio, Texas 78212   | Phone: 210-320-6294                             |
| Date and Location of Interview: 2/3/2016 at KHCE studio  |   |
| Additional Leadership Positions:   | Check 5 Top Issues:                             |
| <p>Please check off the top five issues/needs affecting San Antonio. Your opinions and comments on any of the issues are greatly appreciated:</p> <p>The Texas Hill Country, which is also the watershed for the Edwards Aquifer, is among the fastest growing regions in the USA. The Texas Commission on Environmental Quality (TCEQ) has named the Edwards Aquifer as the major aquifer in the state most vulnerable to pollution since the surface and subsurface environments are highly interconnected in karst areas and the physical nature of these terrains allows pollution to travel great distances quickly and with little to no filtration. Actions of individuals on the Edwards Aquifer watershed are directly correlated to groundwater quality.</p> <p>Because urban development occurs (and degrades water quality) in increments on a project-by-project basis, and often without context, we are concerned that the TCEQ is approving plans for high density developments within the Edwards Aquifer watershed without examining what the cumulative impacts will mean for those who rely on Edwards wells (as does San Antonio), and for the future of our region in terms of reliance on the Edwards Aquifer as a high quality water supply. The effects are not limited to destruction of rural lands, wildlife habitats, and pristine Hill Country streams and springs. They include severe financial and social costs as well, some of which we are only beginning to understand.</p> | 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 checked="" 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"/>   |   |



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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.

GUEST NAME: Annalisa Peace

WORK TITLE: Executive Director

ORGANIZATION: Greater Edwards Aquifer Alliance

ADDRESS: PO Box 15618, San Antonio, Texas 78212

**Contact Information:** (Choose Website or E-mail for viewers to contact the Organization)

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

**Phone number** for viewers to contact: 210-320-6294

**Questions you would like to be ask about the Issue of (Environment):**

1. What is Greater Edwards Aquifer Alliance?
2. How is the Ecoregional Context affected by land usage to the groundwater?
3. Who regulates the Aquifer? What government municipalities are affected?
4. What is Low-Impact Development?
5. Tell us about Landscape Management for the Recharge Area?

Points To Keep In Mind When Providing Your Questions:

- Validate Your Organization as to what they provide as a service to the community.
- Identify the problem(s) regarding the issue and how it affects the community.
- List of situations / conditions encountered in you tenure about the problem/issue/topic.
- Additional information about topic or begin to give your solutions to the problem/issue/topic.
- What is your Organization doing about addressing this topic in your own words?

**PLEASE NOTE:** “Joy In Our Town” is a public affairs program with an educational focus, therefore, we are not able to discuss any matters dealing with money; fundraisers, donations, offerings, etc. You are welcome to refer the viewers to your website for any of that information. Soliciting or referencing monetary donations or directly mentioning any corporations on the air may result in your segment being cut from the program.



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## JOY IN OUR TOWN AUTHORIZATION AND RELEASE FORM

I hereby grant to San Antonio Community Educational TV, ("SACET") and to its licensees, assignees and other successors-in-interest the non-exclusive right as set forth herein, and to my appearance, image, likeness, performance, voice and/or name and the results and proceeds thereof (my "Performance") solely in connection with the television programming of SACET.

I hereby authorize SACET to record (on film, tape, digital, electronic or otherwise) my Performance; to edit my Performance at SACET's sole discretion and to include it with the performance of others and with special effects, sound effects and music; to make multiple recordings of my Performance and to use and re-use my Performance, in whole or in part, in any of SACET's traditional and non-traditional broadcast formats, worldwide, as well as SACET's print and electronic publications and/or any SACET Social Media sites and in any other mode or manner, not set forth herein, but which may be utilized by SACET at some future time.

I authorize SACET to use in whole or in part, to use such recordings for purposes of publicity, advertising and promotion, or other non-commercial purposes; and to use my name, likeness, voice, biographic or other information concerning me in connection with SACET in its sole discretion. I understand and agree that SACET owns all rights and proceeds to the recording rendered in connection therewith.

Furthermore, it is expressly understood and agreed by the parties hereto that this release is strictly limited to SACET use only on SACET's traditional and non-traditional broadcast network, and SACET shall not make, use, and/or distribute any ancillary products including, without limitation, any physical (other than archival) or electronic or digital copies of the Performance, or of the Program embodying the Performance, involving any other party without the express written consent of Grantor.

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.

Although I 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 compensation for this Release.

All rights, licenses and privileges herein granted to SACET are irrevocable and not subject to rescission, 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.

This Authorization and Release 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.

Date: 12/9/2015

Signature: 

Print Name: Annalisa Peace

Program Title: Joy in Our Town Program #: 0216-1

Address: PO Box 15618, San Antonio, Texas 78212  
 Telephone#: 210-320-6294



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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

### VIDEO

.MOV  
.MPG  
.AVI  
.MPEG4

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

DVD  
Mini DV  
DV cam



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## ON-CAMERA WARDROBE SUGGESTIONS

### These are wardrobe suggestions for television production

- Two piece works best to attach mic 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**.