



Alternative Production Tracking Form

Compliance and Cablecast Request
 Phone: (651) 792-7515 • Fax: (651) 792-7501 • www.ctvnorthsuburbs.org

PRODUCER NAME		PHONE NUMBER		STAFF USE ONLY CLASSIFICATION <input type="radio"/> LOCAL <input type="radio"/> NON-LOCAL <input type="radio"/> SPORTS <input type="radio"/> OTHER NOTES / SPECIAL INSTRUCTION
FINISHED PRODUCTION TITLE				
EPISODE	DATE TAPED			
PROGRAM DESCRIPTION				
FILE NAME OF MEDIA	LENGTH			
PRODUCTION FACILITIES USED				
REQUESTED PLAYBACK DATE / TIME *			SPONSORSHIP <input type="checkbox"/> ATTATCH INFO DESCRIPTION:	
FROM:		TO:		
<i>*We will do our best to accommodate your requests</i>				
RESIDENT MAKING REQUEST				
ADDRESS				
CITY	STATE	ZIP CODE / POSTAL CODE		

RESIDENT SIGNATURE _____ DATE _____
 I have read and understand the North Suburban Access Corporation Policies and Procedures

DO NOT submit Master Copies for playback.
 CTV is not responsible for any damaged or lost media.



North Suburban Access Corporation / CTV

Policies and Procedures Governing Outside Productions

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1. The North Suburban Access Corporation / CTV will follow content exceptions consistent with F.C.C. regulations:
 - a. The community access channels are not to be used to advertise or promote the sale of products or services, including advertising for or endorsement of candidates for public office. Description or praise of a product, service, or business, which encourages purchase, is not permitted. Intentionally showing business or product names, logos, and other symbols specifically for advertising or promotion is prohibited.
 - b. No games of chance for money or prizes are permitted. Lottery information and advertisement of lotteries or raffles are also prohibited.
 - c. Obscenity and profanity are restricted from the access channels. CTV recognizes that programs with artistic or social merit may contain content or language considered offensive to some viewers. However, programs will be considered for cablecast with every effort to show programming within community standards of decency. Programs containing explicit sexual interaction will not be permitted, nor will programs that are deemed to be excessively violent.
 - d. The community access channels may not be used to slander or libel any individual or group.
2. While "broadcast standards" will not be strictly used in consideration of media for cablecast, some technical criteria must be applied. The video signal must be able to "stand up" without tearing or disintegrating during playback on the system. Audio must be clear enough to understand. Whenever possible, staff will advise the access producer on how to avoid or correct the technical problem(s).
3. The above withstanding, CTV will not edit or alter in any way the content of material without the permission of the community producer.
4. The community producer is responsible for obtaining all clearances from the owner for use of the copyrighted or protected material, including music licensing organizations, program distributors and any other persons necessary to authorize transmission of the program material on the access channels. Likewise, the community producer is responsible for securing all talent releases and must be able to document that the cable casting of the program does not violate the rights of a third party. The community producer agrees to assume full responsibility for any and all disputes arising from unauthorized use of copyrighted material and agrees to hold harmless the North Suburban Access Corporation / CTV, the cable company, and affiliates, officers, agents, and employees.
5. All "outside productions" must have a local sponsor. Sponsorship must be renewed every year. Local sponsorship is defined as a citizen who lives within the ten cities that CTV serves. The ten cities are as follows: Arden Hills, Falcon Heights, Lauderdale, Little Canada, Mounds View, New Brighton, North Oaks, Roseville, Saint Anthony and Shoreview.
6. All community producers must fill out the "Alternative Production Tracking Form" for each program submitted.
7. Programs may be submitted on Video DVD's and/or as MPEG-2 digital files.
8. CTV may accept live feeds from other access facilities and/or from a satellite feed at the discretion of the staff. The scheduling of live program feeds requires a minimum of three weeks notice. CTV will determine if there is time available to accommodate the request.
 - a. Once scheduled, CTV must be given notice in advance by the community producer if the live program feed will not begin at the scheduled time.
 - b. Community producers must have "fill" to ensure there is no "dead" air. Appropriate "fill" does not include promotion of other cable access station's programming. Appropriate "fill" would be public service announcements or promotion of the live program airing at that time.
 - c. The video and audio must be clear enough for a viewer to understand.
 - d. The failure to follow the on time, appropriate "fill," and the video/audio signal policies for two consecutive programs will result in the loss of the allocated time slot for regularly scheduled live program feeds.
9. Regularly scheduled series time slots may be allocated at the discretion of CTV staff. If a series producer fails to submit new programs for more than two consecutive scheduling cycles, the remaining portion of the series may be reassigned at the discretion of the staff.
10. The community producer and/or sponsor is responsible for picking up any programs not produced on CTV media. If the program is not picked up within three months of first cablecast or two weeks of being notified of their availability, CTV staff may dispose of or recycle the media at their discretion.
11. Media must be labeled properly with the program title, producer, and local sponsor's name, address, and phone number.