



Springfield Area Public Access Television

Policies

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SECTION 1: PEG ACCESS POLICIES & PROCEDURES

"Public Access" in a cable television system is exactly what the words imply the opportunity for all citizens and community groups to communicate to the public via the cable television system.

SAPA TV operates and maintains studio and portable video production facilities that any responsible, certified person may use for the express purpose of originating a television presentation that is to be cablecast over the public- access channel. SAPA TV will not restrict the content or message of any program presented over the access channels. There are, however, federal laws pertaining to the subject matter of local access programs, and there may be state and local regulations concerning such matters as advertising material lottery information, use of copyrighted material, and obscene or indecent material. Every user of the access channel should be totally cognizant of his/her ethical and legal responsibilities and liabilities before using the public access channels.

SAPA TV will endeavor to permit and in fact will encourage the widest applications of the access channels as possible. SAPA TV will in no way unreasonably restrict program formats, topics, language, or material that is controversial in nature. However, in order to fulfill its responsibilities to subscribers, SA.PA TV reserves the right to preview all prerecorded programs. The system's Executive Director in conjunction with the Board of Directors may determine that a program is not suitable for cablecasting within the system's service area. In a situation, where in the Executive Director's judgment, program content is not suitable for viewing by children the Executive Director has the right to cablecast such programs, at his/her discretion, during hours when children are not likely to be viewing. When the Executive Director is uncomfortable making such judgments, it is clear that the Executive Director has a responsibility to subscribers and to insure that programming which might be obscene, indecent or otherwise unprotected by the constitution is subjected to reasonable controls that are in the general public interest.

Membership

Membership Eligibility

- A. Membership is open to all year-round residents of Springfield, Chester and Weathersfield, Vermont. This area will be considered the SAPA TV corporate boundaries. Residents of these three communities will be offered membership at no cost.
- B. Membership is open to any non-profit organizations located within the SAPA TV Corporate boundaries. Membership is also open to any employees of the non-profit organization operating within these boundaries.
- C. Membership is open to residents of certain communities outside of the SAPA TV corporate boundaries, not served by another PEG Access station, under special circumstances. Due to the fact that SAPA TV receives no funding from these communities, users will be required to pay a twenty-five dollar yearly membership fee or maintain a monthly average of two hours of volunteer time. There is no fee required to place public service announcements on the community bulletin board.

Member Benefits

Membership is not required for either program submission or the submission of public service announcements.

- A. Basic Membership entitles members to attend SAPA TV training workshops and vote at the annual meeting.

- B. Once a member has completed both the SAPA TV basic camera workshop and five hours of volunteer time for the station they will be designated as Certified Independent Producers. CIPs may register for advanced training on editing or studio production equipment.
- C. Organizational membership. Local non-profit agencies may become members of SAPA TV. A member organization may appoint one individual to serve as a voting member of SAPA TV and vote on the behalf of the non-profit organization.

Suspension of Membership Privileges

Under certain circumstances the Executive Director may revoke the access privileges of any given access user. Access users may appeal this decision to the SAPA TV Board of Directors listed below are examples of both major and minor offenses.

Minor Offenses (including but not limited to):

- A. Failure to pick-up or return equipment at a scheduled time
- B. Unsafe handling of equipment with no damages occurring
- C. Eating, drinking or smoking inside the access area
- D. Leaving the studio in a state of disarray
- E. Return of functional but dirty or mispacked equipment

Sanctions for Minor Offenses:

- A. First violation - verbal warning
- B. Second violation - written warning
- C. Third violation - 30 day suspension of user privileges. User may be required to retake production training courses
- D. Any further violation will be considered a major offense and result in a minimum two-year suspension of access privileges

Major Offenses (including but not limited to):

Any violation of these rules may result in immediate suspension of access privileges.

- A. Theft, vandalism or willful damage to SAPA TV equipment or property
- B. Theft, vandalism or willful damage of property belonging to any other user, employee or guest of SAPA TV. This rule applies both to damage done in the SAPA TV studio or during the course of any field production
- C. Providing false or misleading information on any SAPA TV document
- D. Use of SAPA facilities for commercial or private use
- E. Falsely representing oneself as an employee of SAPA TV
- F. Unauthorized repair or reconfiguration of SAPA TV equipment
- G. Making threats against SAPA TV staff or volunteers
- H. Repeated disregard of SAPA TV policies
- I. Any breach of written agreement between the user and SAPA TV - this includes equipment utilization forms, application to cablecast and all other SAPA TV forms

The SAPA TV Board of Directors will decide sanctions for Major Offenses.

Studio and Portable Production Facilities

All applicants must be at least 18 years of age. In all cases where satisfactory proof of age cannot be made, a responsible adult must make the formal application for the user and must accompany and supervise the user during the entire production. Furthermore, users of access equipment and facilities must demonstrate knowledge and proficiency in the use of access equipment in one of the following ways:

- A. That the user has successfully completed the appropriate user training workshop
- B. That the user can demonstrate to the Executive Director's satisfaction that he or she possesses the knowledge and proficiency required to use the equipment in a safe and professional manner. To this end the Executive Director may require a user to pass certain written and field tests in order to be certified to use the SAPA TV's equipment.

Furthermore, the Executive Director will refuse access to its production facilities and equipment to any person believed to be under the influence of alcohol or drugs, or who refuses to abide by the guidelines of the policies and procedures manual.

Obligations of SAPA TV and of The User With Respect To Studio Facilities, Portable Equipment and Program Quality

SAPA TV will maintain an adequate production facility for use by the public. These facilities shall be capable of producing & recording and distributing video. This signal will be in compliance with distribution standards.

SAPA TV's Executive Director will be responsible for all use of the production facilities as well as actual cablecasting of access programs into the cable system. Persons utilizing the production facilities are at all times subject to the authority of the Executive Director. All handling of the facilities or granting of authority to do so will be done by the Executive Director.

SAPA TV production facilities and editing facilities may be reserved by applicants / users for continuous one hour periods of time not to exceed four (4) hours per day for any one user. The facilities will be available by making arrangements with the Executive Director for mutually acceptable times. This time limit may be extended if, on the day of actual use, the facilities are not reserved for the period immediately following a four (4) hour period of time.

Due to the SAPA TV's responsibility to insure a business-like working environment within its offices, users of the studio production facilities will at all times conduct themselves in a manner conducive to maintaining this environment. Any user found violating this requirement is subject to loss of studio facilities use, expulsion from SAPA TV offices, and/or being denied access to future use of facilities.

Use of the Portable Production Equipment

All applicants shall have completed the training sessions and be certified to use the portable production equipment or shall be otherwise qualified by the Executive Director as earlier described herein. All applicants shall be responsible at all times for the security and proper use of the portable production equipment. The equipment shall be returned at the scheduled time and in the same condition as when checked out except for normal wear and tear. Any abuse of the equipment or the scheduled time of use will subject applicant to the loss of privilege of future use of the equipment. Furthermore, SAPA TV may deny the use of portable equipment due to inclement weather conditions or to other unforeseen circumstances.

Procedures for Using Access Channels and Facilities

All qualified persons wishing to use the access channels and/or the studio or editing facilities or the portable production equipment must make formal written application in person at the offices to the SAPA TV on forms provided by the Executive Director. The applicable form(s) must be filled out completely by an applicant from the local service area and signed in the presence of the Executive Director for the SAPA TV. Applicant should read the applicable SAPA TV forms before signing them. The SAPA TV will retain the original copies of these forms on file for public inspection for a period of two years after submittal. The permanent public files of all access programming cablecast will be located at the SAPA TV office.

One-time Access Presentation

The Executive Director will grant distribution day/time slots on a first come, first served basis. Access users must present completed media ready for distribution by noon on at least the two weeks prior to scheduled presentation. The Executive Director has the right to reschedule the presentation of an access program when the user fails to deliver in an acceptable format by this deadline.

Series Presentations

The distribution of an ongoing series of programs will be granted an ongoing series of day/time slots in order to encourage repeat viewing. Series status may be granted once a minimum of three shows have been produced. Once a day/time slot has been assigned to an ongoing series, such assignments will be guaranteed by the Executive Director only so long as the user provides an original program for each successive day/time slot and additionally, delivers to the Executive Director the completed format at least 24 hours prior to the scheduled presentation. Any series program more than two weeks old will be removed from the schedule.

Live Programming

Due to the logistics involved and SAPA TV's inherent responsibility to insure that all presentations are distributed over its SAPA TV system properly and in all ways conducted in the interest of the public, the Executive Director shall review any proposed live access programming. A thorough story format must be submitted to the Executive Director at least two weeks in advance. Requests for live access programming must be fit into the existing SAPA TV schedule. The Executive Director or his/her designee shall supervise any live programming.

Cancellation or Postponement of Access Programming and/or Production

SAPA TV reserves the right to preempt any program and to cancel or postpone studio, equipment loan and editing time. SAPA TV disclaims responsibility for failing to distribute programming due to technical problems or unintentional human error. Failure to provide requested day/time slot would not be deemed to be a violation of the Cable Act or the user's rights under the applicable federal state or local laws.

Ownership of Copyright

The copyright of any program belongs to the program producer. The station will provide one free producer's copy at the request of the program producer. However, in order to cover the cost of production equipment and to insure that equipment is being used for non-commercial endeavors SAPA TV makes the following stipulations.

- A. That the producer of any programming created using SAPA TV equipment will allow SAPA TV to sell and distribute copies of the program
- B. That at no time shall the producer sell copies of productions made using SAPA TV equipment

without permission of SAPA TV

- C. That if the producer is unable to comply with the aforementioned terms of distribution the producer will pay to SAPA TV a sum equal to the fair market rate for the rental of such equipment as were used during the production process
- D. That the producer will acknowledge the program was produced through the facilities of SAPA TV
- E. That SAPA TV reserves the right to use all or part of any program produced through its facilities at any time in the future

User Supplied Material

In some cases it is anticipated that some access groups and individuals will bring their own pre-recorded, fully produced videotapes to the Executive Director for presentation over the access channels.

Consequently, all persons or groups wishing to distribute pre-recorded materials through SAPA TV must make formal application on forms available at the SAPA TV's office. A resident of the SAPA TV coverage area must sign this application.

The SAPA TV will distribute pre-recorded programs under the following conditions:

- A. Programs produced outside of SAPA TV must be submitted two weeks before they are scheduled for distribution. It is the producer's responsibility to ensure timely delivery.
- B. That the media meets current technical standards. If specifics are needed, the Executive Director will provide upon request.
- C. That the SAPA TV's Executive Director is permitted to preview the entire presentation to verify compliance with the minimum technical standards.
- D. If a program is submitted in an incompatible format, the applicant(s) agree to perform or allow the Executive Director to perform correction of any substandard video format. Such formatting procedures will be done for a fee of \$15 per half-hour of program length. If the format cannot be corrected to current technical standards, the Executive Director has the right to refuse distribution until the format complies with current video standards.
- E. That the presentations in question in no way involve the presentation of lotteries or games of chance, any advertising material designed to promote the sale of commercial product or services including advertising by or on behalf of candidates for public office; to solicit funds of any nature.
- F. That the applicant(s) can demonstrate that all necessary rights and permission have been granted for the production and the presentation of the production, including, but not limited to voice, picture and performance releases on forms acceptable to the SAPA TV, and can further demonstrate that presentations of the program will not violate any copyright or performance right or any other right of any person or entity. Programs using copyrighted music or video, or other copyrighted material that has not been cleared will be summarily rejected until that portion of the program is replaced or until permission is obtained. If you have doubts regarding copyright, SAPA TV can provide literature on the subject.
- G. The access producer is also responsible for obtaining written release for from any persons appearing in an access program. Forms are available at the cable SAPA TV, with an explanation of who should be asked to sign. Briefly, anyone who speaks on camera, anyone who is pictured for more than a few seconds, anyone who performs or demonstrates any kind of talent or any person depicted in a potentially comprising or embarrassing situation.
- H. SAPA TV reserves the right to retain and use at our discretion, a copy of any program produced for public access. Use of program will be limited to distribution on the public access channel.

No presentation over the access channels will be permitted if, in the opinion of the Executive Director, one

or more of the conditions outlined above have not been met. The SAPA TV will maintain records of those programs not meeting these conditions. If a bona fide applicant has satisfactorily fulfilled the conditions above, the pre-recorded material will be distributed through SAPA TV in accordance with established scheduling procedures.

While the Executive Director reserves the right to preview any submitted program it is not reasonable to expect that every program will be previewed. By signing the application for SAPA TV to distribute content the producer is attesting that the submitted program adheres to the guidelines outlined in the application. Any program found to be in violation of these guidelines will be removed from distribution and the producer subject to whatever disciplinary actions the Board of Directors sees fit.

Commercial Content and Underwriting

SAPA TV offers its studio and production equipment for the specific purpose of creating non-commercial programming. Programs that are judged to be commercial will not be played.

Underwriting credits acknowledge organizations which help fund public access programming. Programs appearing on SAPA TV are permitted to garner underwriting support to assist the production of their program, so long as they adhere to the criteria in this policy to ensure the noncommercial format of this support. An independent producer is defined as an individual who provides his/her production equipment and does not use SAPA TV's equipment. In cases where SAPA TV equipment is used for production, the producer cannot solicit underwriting support. SAPA TV reserves the right to underwrite programming produced with SAPA TV equipment and any revenue will be paid directly to SAPA TV.

No individual, business or organization providing underwriting support shall exercise any editorial control over the program in question.

- A. SAPA TV Staff may impose other restrictions not specifically announced in this policy to ensure compliance with applicable local, state and federal laws and regulations, and for any other purpose deemed necessary.
- B. Independent Producers are specifically reminded that any cash, goods and/or services received may need to be reported as income, as producers are acting independently within the confines of this policy. No relationship of employer, employee or principal agent exists between Producers and SAPA TV. Independent Producers are considered independent contractors in terms of their relationships with underwriting entities and should report any income under this designation.

Underwriting credits must contain:

- A. The individual, business or organizational underwriter's name

Underwriting credits are permitted to contain:

- A. Organization mission language or slogan that identifies and does not promote or state an opinion.
- B. The underwriter's logo
- C. Non-promotional location information (e.g., phone number, address, website)
- D. A photograph or video of a place of business or underwriter, so long as this is presented in a value-neutral manner without depiction of satisfaction by the customer or consumer
- E. Non-promotional, value-neutral, descriptions of organizations, products and/or services
- F. An expression of support for public access television as part of the acknowledgement

Underwriting credits may not contain the following promotional language, but not limited to:

- A. Qualitative language (favorable qualities, benefits and claims)
- B. Calls to action
- C. Comparative language (e.g., "leader," "largest," "the only," "exclusively," "ranked number one")

- D. Price and value information
- E. Inducement language (e.g., rewards programs, warranties, portions of purchase donated to charity, vehicle donation programs, holiday mentions related to sales of products)
- F. Language that expresses a view about a matter of public importance or interest
- G. Awards, favorable reviews, endorsements, testimonials
- H. Health claims

The following shall be prohibited from providing any underwriting support or appearing in any underwriting credits:

Tobacco of any kind, weapons of any kind, Illicit drugs, products made from the fur or hide of animals included on endangered species lists, radar detectors or other devices designed to enable motorists to evade traffic safety or antispeed laws, pornography, human body parts for transplant purposes, "adult content" and "adult themes," except for programs that are specifically labeled as containing mature content and presented during Safe Harbor hours, gambling of any kind, political parties, political candidates, PACs and other political committees advocating for the support/defeat of any candidate for public office or the support/defeat for any initiative, referendum or recall measure on any ballot, material promoting religious conversion or religious participation/nonparticipation, material that violates laws, rules or regulations (slander, libel, etc.), material that is disguised as editorial content, material promoting violence or advocating against any organization, person or animal (public, private or protected), material promoting pyramid or multilevel marketing schemes, material that directly advertises products to children.

The following exceptions may be applicable:

- A. Serious literary, scientific or political discussion of a book, painting or other work of art where a direct correlation between the discussion and the sale of the product does not exist.
- B. Programming produced by a school or other institute of higher learning for the express purpose of teaching video production or theory in which it can be shown that the questionable content is purely incidental.

Special Protocol for Political Programming

SAPA TV desires to provide candidates for public offices a reasonable opportunity to prepare and present a response in a timely fashion to any program distribution which deals with political information affecting his/her candidacy for public office. Therefore, SAPA TV shall not distribute any program involving or dealing with candidates for public office, or commentary or editorials concerning issues or candidates in an upcoming election, during the FORTY-EIGHT hour period immediately preceding the opening of the polls in any election.

SAPA TV defines an election period as the eight weeks preceding the actual Election Day. During this time SAPA TV will endeavor to provide equal airtime to all candidates for any given office. Candidates or their supporters, whether official or otherwise, should limit program content to the discussion of issues and refrain from soliciting either votes or monetary contributions.

To this end we ask that Candidates adhere to the following guidelines:

- A. That the candidate makes no attempt TO SOLICIT votes or monetary contributions. (Remove the following "whether this may be done through spoken word or visual display.")
- B. That the candidate will not either libel or slander opposing candidates or members of opposing parties.

- C. That SAPA TV is in no way responsible for producing programming for any candidate except where it can be shown the station performed this service for another candidate running for the same office.
- D. That the candidate will be responsible for taking whatever video training course(s) are required by SAPA TV in advance of any request to use station equipment.
- E. That SAPA TV is in no way required to cablecast a political program if it does not meet minimum technical standards or in any other way violates SAPA TV policies and procedures.
- F. That the all media submissions will be made in a timely manner. All submissions should be made at least one week prior to the anticipated air date.
- G. That no political message will be displayed on the community bulletin board.
- H. That any group holding a debate to be aired on SAPA TV will submit written proof that an invitation to appear has been sent to every bona-fide candidate for a given position.

SAPA TV will allow candidates or their supporters to campaign in favor of or in opposition to a particular issue. For example, you may urge voters to support a school budget or bond issue.

Definitions of Equal Time

Candidates for office appearing on SAPA TV will receive equal airplay. SAPA TV treats any submission less than 1 hour in length as equal whether that submission is thirty seconds or thirty minutes. Each candidate will receive two (2) one-hour time slots per week in comparable time periods. Any program over one (1) hour in length will only be played once per week. If additional time slots are granted to one candidate then additional time slots will be granted to other candidates for the same office. In the interest of community television scheduling priority will be given first to local races, followed by state and national races. Candidates, OR THEIR DESIGNEE, must complete an Application before any submission will be distributed by SAPA TV.

ACCESS WILL BE GRANTED TO CANDIDATES OUTSIDE OF OUR NORMAL COVERAGE AREA IN CASES OF COUNTYWIDE OR STATEWIDE RACES. THIS ACCESS WILL NOT EXTEND TO INCLUDE USE OF PRODUCTION EQUIPMENT UNLESS THE CANDIDATE RESIDES IN A COMMUNITY WITHOUT PEG ACCESS AND SAPA TV IS THE CLOSEST PEG ACCESS CENTER TO THEIR PLACE OF RESIDENCE. ALL APPROPRIATE FORMS AND RELEASES MUST BE FILED AT THE SAPA TV OFFICE BEFORE ANY PROGRAM WILL BE AIRED. SAPA TV WILL COMPLY WITH APPLICABLE LOCAL, STATE AND FEDERAL LAWS AND REGULATIONS.

Revisions to Access Policies and Procedures

SAPA TV recognizes that revision to its access policies and procedures may be occasionally necessary. Requests for revisions to its access policies and procedures may be made to the Executive Director or the SAPA TV Board of Directors. Any revisions adopted by SAPA TV will be available upon request.

SAPA TV Board of Directors

The SAPA TV Board of Directors shall represent the public interest in matters dealing with public access. The Board will reserve at least one seat for each of the three towns in its coverage area. In addition the Executive Director will serve as a nonvoting member and attend all Board Meetings. Each school district represented may send one non-voting student representative to serve on the SAPA board. The Board shall meet at intervals to be determined by the Board. More information regarding the Board of Directors responsibilities can be found within the SAPA TV bylaws. A list of current Board of Directors members can be available by contacting SAPA TV.

Grievance Procedures

Any person with a complaint about any aspect of public access may submit a written description of that complaint to the SAPA TV Board of Directors and to request a personal meeting with the Board. If the Board deems it necessary, it will then decide on a course of action to remedy the grievance.

SECTION 2: RULES AND REGULATIONS

The following rules govern use of all public access equipment both studio and remote, as well as time assignments on the editing equipment. In addition, procedures for use of the access channel are detailed herein.

Remote Equipment

- A. SAPA TV provides media storage as part of the equipment loan process. After equipment is returned, footage is transferred from the equipment media storage to a local computer for post-production.
- B. To use any equipment away from the access center, a producer must be at least 18 years of age or use this equipment under the supervision of a responsible adult.
- C. Reliable and secure vehicles must be used for transporting equipment and for short-term storage, i.e. car with a locking trunk, hatchback or hold space (such as a van) is acceptable. The open back of a pickup truck is not. **DO NOT LEAVE EQUIPMENT UNATTENDED IN ANY VEHICLE!**
- D. When not being transported, equipment must be stored in a locked place, such as a closet, away from plain view and casual inspection.
- E. Protect the equipment at all times from excessive heat, cold, dust, smoke, grease and other damaging elements. **NEVER LET THIS EQUIPMENT GET WET.**
- F. The equipment must only be used by the producer who signed for it. The producer will not lend it to anyone, even if they are a certified access user. Also, producers are responsible for vigilantly supervising any helpers, assistants or observers. Producers must remain within sight of the equipment at all times.
- G. This equipment is for the express purpose of creating public access programming. At no time will the equipment be used for any other purpose.
- H. Equipment will not be used in any dangerous situation or manner, i.e., skydiving or at a violent or potentially violent rally or demonstration. The Executive Director reserves the right to know exact locations of remote shoots and to "spot check" them.
- I. Equipment must be scheduled at least two weeks in advance, although effort will be made to accommodate users on less notice. Failure to pick up or return **PUNCTUALLY** during this time may result in the loss of equipment use for that day or the next scheduled production session. Consistent tardiness may result in suspension of access privileges.
- J. Access users requesting the equipment must sign in and out personally. The producer taking the equipment must be the same person to return it. You will be asked to show your access user's card and a picture ID, such as a driver's license.
- K. Be prepared to spend 1/2 hour to 45 minutes checking equipment in and out. Users will be expected to demonstrate proficiency in assembling the equipment before removing it from the premises. On returning, the equipment must be assembled and inspected to the Executive Director's satisfaction.
- L. All equipment must be returned in the same condition in which it was borrowed and properly

- packed. Failure to properly return equipment may result in suspension of access privileges.
- M. The Executive Director reserves the right to have access users repeat the training course at anytime the Executive Director sees fit. Users will not be permitted to use the equipment until they have completed the refresher course.
 - N. Access users are limited to one camera per shoot. The equipment may be signed out on weekends by special request. This privilege will only be extended to experienced access users at the discretion of the Executive Director.
 - O. Access producers must use the equipment within 90 days of certification or take a refresher course.
 - P. Each project will be finished and submitted for distribution before another project is contracted for. Excessive use of the equipment that does not result in consistent access programming will result in revocation of access privileges.
 - Q. The SAPA TV Executive Director may determine that a program is not suitable for distribution in all the communities served within the service area. This is not censorship but only to protect community interests and standards.

Editing Facilities

- A. Editing time will be available through the Executive Director or his/her designee by appointment.
- B. All footage will be stored at the access center during postproduction.
- C. Footage shot should be edited within 30 days. Any footage that is not edited within those 30 days becomes the property of the access center, to be edited or erased at the discretion of the Executive Director.
- D. Access producers will abide by the posted rules of the editing room. Failure to abide by these rules or failure to leave the editing center in the condition it was found may result in the loss of future editing privileges.
- E. The editing facility is available to access users solely for the creation of public access programs. Use of this equipment for any other purpose by access users is strictly forbidden.
- F. No one is permitted to use the access center unless the Executive Director or other qualified personnel are present. While supervision will be provided for all editing sessions, access users are encouraged to take training classes in editing and develop the ability to edit with minimum assistance.

Studio Production Facilities

- A. Studio time will be scheduled at mutually convenient times. To sign up for studio use, see the Executive Director at least 2 weeks in advance of the desired production date.
- B. The producer is required to make all arrangements for talent, set design, props, etc.
- C. No one is permitted to be in or use the studio unless the Executive Director or other designated personnel are present.
- D. During a studio shoot the Executive Director or other designated personnel has final authority. All production crew members will abide by the Executive Director's decisions regardless of the position that person holds on the production crew.
- E. During studio production, all involved persons, including those waiting, will remain in the access center and will not wander into other parts of the building.
- F. Office equipment, supplies (i.e., phone, copier, pens, paper, etc.) are off limits to access users.

Program Scheduling

- A. Program slots on the public access channel will be scheduled on a weekly basis depending on the

- times available. All scheduling will be done through the Access Coordinator.
- B. All programs will be customarily scheduled for two showings within a given week: one daytime and one primetime. If further showings are desired, they will be scheduled for following weeks as time permits. Ordinarily, no single producer or organization will be allowed more than three hours per week including repeats.
 - C. Scheduling is generally done on a first come basis; however, priority may be given in the following order:
 - a. Regularly produced public access programs that are part of a series.
 - b. Special one time public access events.
 - c. Series programs that are nationally produced and locally sponsored.
 - d. Series programs that are nationally produced but have no local sponsor.
 - e. One-time nationally produced tapes.
 - D. SAPA TV is not responsible for any programs that are delayed, not shown, interrupted or interfered with because of circumstances beyond our control. However, every effort will be made to reschedule such programs at a suitable time.
 - E. Publicity for programming is the responsibility of the producer. The Executive Director will be happy to work with any producer to suggest suitable publicity and advertising media.

Training

- A. Training is available to all members of SAPA TV. There is no cost associated with this training. Individuals from outside the SAPA TV corporate boundaries will be required to pay the \$25 yearly membership fee before attending any training. This fee may be refunded after the completion of designated volunteer hours.
- B. Video Production Training:

2 three-hour sessions are spent learning operation of the camera and microphones, as well as other techniques needed for on location filming.
- C. Editing Training:

Upon completion of the video production workshop students should arrange to take the camera into the field and practice the techniques covered. After practicing with the camera it is suggested that students arrange for a one-on-one editing instruction session. New producers should plan on at least one hour of instruction and another one to two hours of solo work.