

SECTION 4 – PROCEDURES

4.1 Cablecast Day

The length of the cablecast day and the number of days per week that cablecasting occurs determine the amount of playback time available on the channel. The amount of available time may change as Access Nashua grows and interest and usage increase. Time availability will be determined by the Operations Manager. Programs are cablecast with consideration given to the Producer's request.

4.2 Technical Standards

There are minimum technical standards that must be met in order for a Program to be cablecast on Access Nashua. All Programs should be free of any breakup, glitches or distortion of the audio or video portions of the signal. All Programs are subject to technical review.

The equipment at Access Nashua is capable of cablecasting the following formats: DVD, DV and MPG2. Other formats may be able to be converted at the studio. Contact the Access Nashua Operations Manager to schedule conversion time.

All Programs submitted for cablecasting must be labeled with the Producer's name, the Program title, start time, length of play, and the date of submission at time of submission.

Technical standards may be waived in cases where the Program is of an event or a happening that cannot be repeated. In such cases, the Producer must make a special request to the Operations Manager and will add a short disclaimer to the beginning of the Program advising the viewers that portions of the following Program contain technical difficulties.

4.3 Access Nashua Equipment Usage

Equipment Reservations

To avoid conflicts and ensure fair usage, Patrons should reserve all equipment at least 24 hours in advance. To avoid monopolization of equipment by any one Patron, or group of Patrons, reservations will not be taken more than one month in advance. The only exceptions to this rule are:

Reservation for Programs which will include footage of a scheduled event will be taken more than thirty (30) days in advance to ensure equipment availability on that particular day.

Reservations for series Programs will be taken more than thirty (30) days in advance according to the rules for series programming.

Equipment Sign Out

1. Fill out the Equipment Use form. Make sure all equipment you need is listed and the form is properly initialed by the Operations Manager/Designee. The completed form will be placed on file by the Operations Manager/Designee.

2. Equipment **MUST** be returned when specified on the Equipment Use form. Failure to do so may lead to temporary revocation of sign out privileges.
3. Editing time is limited to 5 hours per week, not to exceed 15 hours per month, per Program. Extra time may be granted if no other requests are received 24 hours prior.
4. Sign out, pick up or returning equipment must be when the studio is open or by appointment.
5. Problems with facilities and equipment must be reported to the Operations Manager/Designee on the Equipment Use form.
6. Batteries in need of charging should be given to the Operations Manager/Designee.

All shows produced with Access Nashua equipment must be submitted for cablecast within ninety (90) days of initial equipment usage unless other provisions are made with the Operations Manager.

Equipment signed out for training purposes does not require a Program for cablecast

Mishandling of equipment can lead to loss of Patron privileges!

4.4 Series Programs

Patrons wishing to produce a series need to schedule an appointment with the Operations Manager to discuss the formation of a “Series Contract”. This contract request, which must be submitted for approval, must define the length, interval, duration, subject matter, and showing time of the series according to the following rules:

Length:	Not to exceed 60 minutes
Intervals:	Weekly Bi-Weekly – every two (2) weeks Monthly Bi-Monthly – every two (2) months
Duration:	Maximum of six (6) months A renewal request must be submitted to the Operations Manager
Subject Matter:	A description of the general Program content
Showing Time:	The day of the week and time of day

The following further defines the showing times *available for* a series:

Weekly:	One (1) Prime Time showing not to exceed seven (7) showings in one week
Bi-Weekly:	Two (2) Prime Time showings not to exceed ten (10) showings in two weeks
Monthly:	Two (2) Prime Time showings not to exceed ten (10) showings in one month
Bi-Monthly:	Two (2) Prime Time showings not to exceed ten (10) showings in one month

All the terms of the negotiated contract must be met fully by the Producer in order to keep the contract valid. The Operations Manager may grant the Producer(s) a temporary suspension of one interval due to extenuating circumstances. Any interruption of the contract due to Access Nashua activities or problems will not invalidate a contract.

4.5 Non-Series Programs

The total amount of cablecast time requested by a Producer for any one Program must not exceed ten (10) showings with no more than two (2) in Prime Time. Producers may request up to three (3) showings per week with only one (1) being in Prime Time.

The Producer's Request for Playback form allows you to request the specific times you would like for your show, but does not guarantee it. The completed form and the Program must be turned in together, two weeks before the desired cablecast time. This will allow enough time for the Operations Manager to prepare a cablecast schedule.

Producers may reserve time for cablecast beginning as much as four weeks in advance and for four (4) consecutive weeks.

4.6 Live Programs

Live Programs deemed by the Operations Manager to be in the interest of the community may pre-empt any regularly scheduled Program(s), including Series Programs. The pre-empted Program(s) will be cablecast at a comparable time.

4.7 Executive Sponsors

Some people may not want to actually use the television equipment themselves. They may instead want to be an "*Executive Sponsor*" of a Program that will be produced by a Patron. In these cases, it is not necessary for a person to take the production workshops.

Producers must submit the name and address of the Executive Sponsor(s) to Access Nashua.

Commercial enterprises may become Executive Sponsors of Programs that promote general interest in the nature of their business. These Programs may not, however, mention the name and address of the business (other than in the credit) or discuss specific products, services, prices, hours of operation or telephone numbers.

All sponsored Programs should contain the following credit:

THIS PROGRAM WAS MADE POSSIBLE WITH FUNDS AND/OR "IN-KIND" DONATIONS PROVIDED BY: (name and address of the Executive Sponsor(s))

The credits will run for a maximum of fifteen (15) seconds at the beginning and end of each half hour Program with an additional fifteen (15) second run allowed in the middle of hour long Programs. A voice over reading of the above credits is also allowed.

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