



# Community Television Policies and Procedures

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CTV North Suburbs  
Community Television Policies and Procedures

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# CTV North Suburbs Community Television Policies and Procedures

## NORTH SUBURBAN COMMUNICATIONS COMMISSION (NSCC) NORTH SUBURBAN ACCESS CORPORATION (NSAC)

A joint Powers venture by the cities of Arden Hills, Falcon Heights, Lauderdale, Little Canada, Mounds View, New Brighton, North Oaks, Roseville, and St. Anthony.

NSCC is made up of representatives of each of the nine member cities. NSCC administers and enforces the franchise agreement with the cable company and its successors; stewards resources, including franchise fees from member cities, scholarship funds from the cable company and other income and assets acquired by contract with the cable company or others; provides a means of public access to cable television through its establishment and oversight of the NSCC; and informs member cities and the public of developing technology and issues related to the cable commissions.

NSAC is a non-profit corporation governed by a board of directors representing each of the nine member cities. NSAC promotes programming by and for the community; manages the access channels, web and the access facilities; and encourages public use of cable communications.

### **MISSION STATEMENT**

Building our communities by providing access to services, tools and training to facilitate communications through electronic media.

### **GOALS**

- to deliver high quality, timely programs via cable and electronic communications
- to anticipate, plan for and adapt to changes in communications technology
- to increase awareness and encourage the use of cable and electronic communications as a means of sharing information in and among member cities
- to promote awareness of and use by individuals and institutions, such as schools, government and civic groups
- to train and educate producers, users and others who request our help

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**TRAINING AND CERTIFICATION POLICIES**

- A. CTV will provide training in the use of media equipment, editing and studio production at a nominal fee to residents of and organizations located in its member cities. For purposes of the policy, residents live within the corporate limits of those cities.
- B. Resident privileges may be extended to individuals working with an organization located within the CTV member cities.
- C. Non-residents are permitted to take classes. The Executive Director and the Board of Directors will establish the class fees, which may be higher for non-residents than for residents. However, non-residents who are taking a class in order to produce a program for an agency or non-profit organization located within one of the member cities may take the classes at the resident rate.
- D. Admission to classes will be on a first-come, first-served basis, except that non-residents may be pre-empted from a class in favor of a resident. Non-residents will be rescheduled. **All training fees must be paid upon registering for the class.**
- E. A student who calls twenty-four hours in advance to cancel may be rescheduled in a different class at no additional charge. If a student misses a class and does not give twenty-four hours advance notice, he/she must pay training fees again before registering for another class.
- F. The Executive Director or his/her designee may, at his/her discretion, permit residents to volunteer time and/or services to CTV North Suburbs in lieu of payment.
- G. In order to use CTV equipment and facilities, individuals must take CTV 101 and demonstrate their proficiency in using the equipment by completing the various levels of instruction, providing a photo ID and becoming certified.
- H. CTV access certification remains valid for one year at a time, starting with the initial certification. In order to retain certification a producer/volunteer must;
  - 1. Complete and playback two production per year; OR
  - 2. Complete and playback one production and volunteer 10 hours per year; OR
  - 3. Volunteer 20 hours per year
- I. Those who do not satisfy these minimum requirements must attend an approved class before they will be entitled to reserve equipment and/or facilities. If the lapse in certification exceeds six months, the producer may be required to pay associated training fees.

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**EQUIPMENT AND FACILITIES USE**

- A. CTV will make available to its certified users and organizations in its member cities equipment and facilities for producing programs for the community channels and web on a non-discriminatory, first-come, first-served basis.
- B. In the event that more than one request is received for the same equipment at the same time, first time users may be given preference, except in the case of production truck use. Also, residents of CTV member cities have priority over non-residents in reserving equipment and facilities.
- C. The equipment and facilities are provided for the express purpose of producing programs, which will be playback on the community access channels and/or web at staff's discretion. The use of the equipment to produce programs for private use only or for personal or commercial gain is prohibited. The schools and the member cities may, however, produce programs intended only for internal use.
- D. Any programs produced using CTV's access equipment and facilities must be submitted to CTV first for playback.
- E. The community producer is responsible for any loss of or damage to CTV equipment or facilities. He/she must pay for all costs of repair and/or replacement of damaged and/or lost equipment.

When damage occurs, equipment and facility use will be suspended immediately until liability is determined and, if applicable, full damages are paid by the community producer. It is the responsibility of the community producer to examine the equipment at the time of checkout to verify that the equipment is not damaged and is in operating condition. If equipment is lost or damaged three (3) times, the community producer may be permanently suspended from the facility.

- F. If a piece of equipment malfunctions, the community producer is to notify a member of staff as soon as possible. **Under no circumstances** should the community producer attempt to repair the equipment. To do so may result in suspension of privileges.
- G. A community producer under the age of 18 is permitted to use the equipment and facilities provided that a parent or guardian co-signs for their use. The co-signer is then financially responsible for any damage to the facilities and/or damage to or loss of equipment. In addition, CTV may require that a parent or responsible adult be present during a studio or truck production.
- H. A community producer shall not use the equipment or facilities while under the influence of alcohol or drugs. To do so will result in an **immediate** suspension of privileges.

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- I. The community producer must make every effort to identify himself/herself to persons being videotaped and to clearly disclose the content and purpose of the program being produced. In doing so, the producer must not identify himself/herself as an employee or representative of CTV North Suburbs, the North Suburban Access Corporation, the North Suburban Communications Commission, or the cable company serving the member cities.
- J. Upon arrival at CTV facilities, the producer/volunteer and any crew and talent must sign in at the front desk.
- K. The producer is responsible for ensuring that all members of his/her crew are certified for their positions. Crewmembers working in the control room must be studio-certified for their positions. Failure to do so may result in a loss of privileges.
- L. The producer is responsible for returning all facilities, including the studios and trucks, to their pre-production condition.
- M. Absolutely **NO FOOD, DRINK OR SMOKING** is allowed in the studio control rooms, editing suites or mobile production trucks.

### ***PROP STORAGE***

- A. Approval for storage must be obtained by the Production Supervisor or his/her designee. Any props, sets, costumes, etc., stored by CTV may be used in any access production. Ownership of such items will remain with the original owner. Copyrighted items, logos, and organizational symbols or emblems may not be used without permission of the owners. Copyrighted items, logos, and organizational symbols or emblems may not be stored at CTV facilities. Any item left in storage and not used for over 6 months will become property of the access center, unless other arrangements are made.
- B. Before constructing any sets on CTV property, the producer must submit detailed building plans, which are subject to approval by the Production Supervisor or his/her designee.
- C. Producers may create up to four flats, each no larger than 4' wide x 8' tall and 2" deep, for use on their productions. Any flats stored by CTV may be used in any access production unless other arrangements are made with the Production Supervisor.
- D. The producer is responsible for providing any props required for production. CTV will not be responsible for storage or liable for loss or damage to any props.

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**RESERVATION OF EQUIPMENT AND FACILITES**

***Studio/Edit Suite/Portable Equipment***

- A. Prior to reserving time, the producer(s) must submit a Production Tracking Form for review and approval by the Executive Director or his/her designee. A new Production Tracking Form will not be approved until the current program is completed. All programs must be completed within 90 days. Exceptions may be granted for producers of series programming or for artistic or documentary efforts.
- B. Upon arrival at CTV facilities, the producer must check in with the receptionist at the front desk.
- C. Each producer or production group may:
  - 1. Schedule use for up to six months in advance.
  - 2. Reserve up to two sessions of studio time per week for a total of no more than eight hours.
  - 3. Reserve up to eight hours of editing time per week.
  - 4. Reserve up to ONE (1) 24-hour block of portable equipment per week. (Weekends will be considered one 24-hour block).
  - 5. Check out one remote system per certified producer (does not include camera & tripod, producer is responsible for reserving other equipment). Portable equipment may be checked in or out any time the facility is open, up to 30 minutes prior to closing time.
  - 6. Producers may obtain unreserved time on a day-by-day basis up to a maximum of 6 hours. If unreserved time is available in the upcoming 24 hours, it may be reserved. If no other person has requested time following a reserved studio/editing block, the current production may continue beyond that time reserved, if approved by the Executive Director or his/her designee.
- D. A minimum of a three-day notice is needed to re-hang or move lights to new grid locations. CTV staff will be available to help adjust the angle and focus of lights or to change light bulbs before productions.
- E. Producers must be on time for scheduled studio, editing and equipment check in/out, or call to let the staff know he/she will be late. If the producer fails to show up within 15 minutes of the time reserved or to call in advance to notify staff that he/she will be late, the edit suite, portable equipment, or studio time may then be reassigned to someone else. Chronic tardiness may result in loss of privileges.
- F. Persons requesting "live" shoots must have produced at least 2 programs. In addition, the channel programmer must be given at least two weeks notice of any live productions.



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### ***Mobile Production Truck***

- A. Producers who want to use a mobile production truck must complete a Production Tracking Form, including set up details such as date, on-site time, event start time, event end time, location and driving directions. The Production Tracking Form should be submitted to the Training Supervisor or his/her designee for review.
- B. Scheduling truck productions will be dependent upon staff availability for supervision and crew certification. At least 3 truck crewmembers must be truck-certified. All others must be at least studio certified. Camera operators must be stationed at each camera for the duration of the production. A camera grip may be required at the discretion of the truck technician or any on-site staff.
- C. Producers requesting more than 2.5 hours of set up time prior to the actual event start time may be required to submit a written explanation, describing why more set up time is needed, along with their request to use a production truck.
- D. If multiple requests are submitted to use the production trucks on the same date and time, CTV will schedule a meeting for producers who want to schedule the use of a mobile production truck to facilitate the resolution of conflicting truck requests. All CTV producers will be notified at least one week in advance of the meeting. If possible, producers should submit Production Tracking Form(s) for any truck productions for the period of time covered by the meeting, prior to the meeting, so they can be entered on a planning calendar and potential conflicts identified.
- E. At the meeting, when the number of production truck requests exceeds the availability of the trucks, producers will be encouraged to trade dates and negotiate a satisfactory resolution. If the producers are unable to resolve the conflict, the following priorities will be used to determine who will be assigned use of a truck.
  - 1. Resident Producer (1 point) vs. non-resident Producer (0 points).
  - 2. Program content relates specifically to viewers in the member cities (2 points).
  - 3. Production takes place in one of the member cities (2 points) vs. production location outside the nine cities but within the seven-county metropolitan area (1 point) vs. production outside the seven-county metropolitan area (0 points).
  - 4. Unique productions, or those events that occur once or twice per year (2 points) vs. productions of activities or events that occur frequently or on a regular basis (0 points).
  - 5. The number of non-weather related cancellations made by a producer in the last three months; no cancellations (2 points), one cancellation (1 point), two or more cancellations (0 points).
  - 6. The date the request was submitted will be taken into account. The earliest submitter will receive (1 point).



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In the event of a tie, the Executive Director or his/her designee will assign the use of a production truck. Truck assignments will then be confirmed with producers thirty days prior to their production date(s).

- F. NSCC/NSAC uses of the mobile production trucks will be given priority over other uses.
- G. A producer may reserve one truck up to one year in advance for any specific date at the discretion of the Executive Director or his/her designee.
- H. For truck productions outside the nine member cities, producers will be charged for gasoline and other overhead costs in the following circumstances;
  - 1. The producer is a non-resident;
  - 2. The production exceeds 25 miles round trip; or
  - 3. The program content does not relate specifically to viewers in the member cities.
- I. CTV may require the submission of signed premise release forms before approving a truck production.
- J. Requests to use a mobile production truck outside of the cities served by CTV must include an explanation of the local interests of the production and must be approved by the Executive Director or his/her designee.
- K. CTV reserves the right to cancel or suspend truck productions before or during a shoot due to extreme weather conditions, including but not limited to:
  - 1. Heavy rain, lightning, high winds or flooding
  - 2. Heavy snow, ice or dangerous road conditions
  - 3. Extreme cold (actual temperature below 0 degrees F and/or wind chill of -10 for outdoor events/-20 for indoor events)
  - 4. For an outdoor event, extreme heat, actual temperature or the heat index (actual temperature + humidity) exceeds 99 degrees F.
- L. The following steps will be used to cancel a truck reservation due to inclement weather;
  - 1. If bad weather is predicted, CTV will attempt to inform the producer of the possibility of cancellation.
  - 2. CTV staff will determine that there is a concern by verifying the expected temperature, wind chill, and/or heat index 2 hours prior to the on-site time listed on the Production Tracking Form. The decision to cancel will be based on what the temperature is expected to be at truck on-site time.
  - 3. CTV staff will notify the producer if the shoot is to be canceled 2 hours prior to on-site time. It is the producer's responsibility to notify his/her crew of the cancellation.

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## ***Use of the Van***

In order to use the CTV Van, a volunteer must:

1. Be 25 years or older
2. Volunteers may be asked to submit driving record information for insurance purposes.
3. Use the van only for CTV approved purposes.

CTV reserves the right to:

1. Request an updated driving record report once a year or sooner at staff's discretion.
2. Refuse any requests at CTV's sole discretion.
3. Suspend any volunteer from using the van if it is found that he/she did not act in a safe manner while using the vehicle.

## ***Use of the Scaffolding***

**Local Productions:** (within CTV's 9 city area); when CTV staff has to deliver the scaffolding, the producer will be charged \$25. If a CTV volunteer (over the age of 25) uses the CTV van to transport the scaffolding, there is no charge.

**Non-Local Productions:** When CTV staff has to deliver the scaffolding, there will be a minimum two-hour charge of \$25 per hour, plus round trip mileage from Roseville to destination. If a volunteer (over the age of 25) uses the CTV van, there is no staff fee, but a round trip mileage fee would still be assessed to the producer.

**Scaffolding Set-Up:** CTV staff or a Scaffolding Certified volunteer must oversee the set up and tear down of the scaffolding.

## ***Media and Hard Drive Use***

In order to minimize the production costs of our producers, and to maintain a high level of video quality on our channels, CTV offers a variety of media for our producers to use throughout their productions. The media remains the property of CTV and the following guidelines have been established for their use:

- A. CTV media may be reserved for sixty (60) days. You will be notified when your certification has expired, your hard drive will be deleted and re-issued to another volunteer.
- B. Producers are responsible for retaining master copies of finished programs on their own media. Staff reserves the right to erase programs submitted on CTV media, as they are needed for reuse in other productions.
- C. CTV hard drives may not leave the facility under any circumstance. Reserving hard drives for other producers to use is not permitted.

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**PROGRAM CONTENT AND OWNERSHIP**

- A. Producers are solely responsible for permissions for their programs content; including programming that is judged to be obscene, libelous or slanderous, programming that violates applicable local, state or federal law; and programming that makes unauthorized use of copyrighted material. The producer(s) shall agree to indemnify and hold harmless the NSCC and its member cities and the NSAC/CTV, including their employees, agents, directors, volunteers and/or officers, from any liability, damage, cost, judgments or other injury of any kind, including (but not limited to) the cost of defense and reasonable attorneys' fees, which may result from any audio or video program production.
- B. Neither lotteries nor lottery information will be playback.
- C. The community access channels are not to be used to advertise or promote the sale of products or services. Description or praise of a product, service or business, which encourages purchase, is not permitted. Intentionally showing product names, logos, and other symbols specifically for advertising or promotion is prohibited.
- D. Community producers may, however, seek funding for or sponsorship of their programs from private and/or public sources in order to offset production costs. The Production & Outreach Manager or his/her designee must approve all sponsorships.

Credit to funding may include a character-generated name or logo, telephone numbers, web site, picture of the business and its address.

The credit may not contain comparative or qualitative language about the underwriter or its product or services; may not mention price; and may not include any content the purpose of which is to motivate a viewer to purchase a service or product.

- E. Although "broadcast standards" will not be used in considering programs for playback, a program may be rejected for playback if, in CTV's sole discretion, the audio and/or video quality is so poor that the viewer will have difficulty watching or listening.
- F. The above notwithstanding, CTV will not edit, or alter in any way, the content of any program submitted to it for playback. The community producer must do any editing that is required in order to comply with these rules.
- G. The community producer is responsible for obtaining all clearances from the owner for use of any copyrighted or protected material, including music licensing organizations, program distributors and any other persons necessary to authorize transmission of the program material.

Likewise, the community producer is responsible for securing all talent releases and must be able to document that the playbacking of the program does not violate the

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rights of the 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 in such disputes NSAC, NSCC, the cable company serving them, and their affiliates, officers, agents and employees.

- H. Each program produced using CTV equipment must acknowledge CTV in the program's credits.
- I. CTV is not responsible for loss of program content due to damaged or lost media.
- J. The producer is responsible for reimbursing CTV for the actual production costs for any programs produced with CTV equipment that are sold for profit. Production costs will be based on CTV's rates. Access programs or footage cannot be used in any way for the financial profit of the individual or group.
- K. The producer may, however, sell copies of his/her program at cost provided that the producer meets with the Production & Outreach Manager or his/her designee prior to the production and before offering to sell the program in order to determine the price at which the program may be sold. The producer must sign a program sales agreement with CTV before any promotion or advertising for the sale of the program.

The following guidelines govern the sale of the program and will be included in the sales agreement with the producer:

- i. The producer must have a deadline date for program orders. All orders must be prepaid either by check payable to NSAC or credit card.
  - ii. All dubs will be made at CTV unless CTV designates an alternate location or business.
  - iii. DVDs for copies will be purchased by CTV after the deadline date and all money for the orders has been collected. Large orders of DVD's will not be processed until all funds are collected.
  - iv. Completion of the copy can be expected **NO SOONER THAN** two weeks from the order deadline date (see section K.i.)
- L. The community producer retains ownership of and is solely responsible for the content of any program produced.
- M. If CTV has supplied the media for the master of the program, CTV retains ownership of the master copy and reserves the right to playback and/or web stream any program produced using its equipment and facilities any number of times on any of its channels and web site, and the producer, by utilizing CTV equipment and facilities and agreeing to these policies and procedures, grants CTV any and all authorizations, licenses and/or approvals necessary to playback and web stream such programming. CTV may also, at

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its sole discretion; erase a program on its media in order to recycle the media.

- N. CTV will provide, at its discretion, the option of placing a program and related files on an internet accessible FTP server known as Prisma. Users will be limited to no more than eight (8) program files at one time on the server and size quotas may apply. There may be a nominal fee for this service. Notification of any price changes will occur at least 60 days prior to implementation. CTV makes no guarantee as to the usability of this service.

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**SCHEDULING OF PROGRAMMING**

- A. The Production Tracking /Request for Playback Form must be signed for all programs to be scheduled for playbacing and web streaming. The producer must record all volunteer names and hours contributed and CTV ID numbers in the appropriate section of the compliance form for full credit. Listed below are the three different forms available:
  - i. Production Tracking Form (blue)
  - ii. Alternative Production Tracking Form (white) staff/volunteer programs that maybe considered local
  - iii. Alternative Production Tracking Form (white) outside programming
- B. The scheduling of live programs requires a minimum of two weeks notice. CTV may accept live feeds from other access facilities and/or satellite feed at the discretion of the staff.
- C. CTV will attempt to satisfy request for the playback of programs at specific times on specific dates, depending on the availability of equipment and channel time. CTV reserves the right, however, to schedule programs at the discretion of the staff.
- D. The use in a monopolistic manner by one or a few selected groups or individuals is not deemed to be in the public interest, nor is the domination of one type of programming over another. Channel use limitations may be applied in cases where the public interest in diversity of programming is not being maintained.
- E. 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.
- F. With the exception of live programs and series, no program will be scheduled until it has been completed. Exceptions may also be made when the timeliness of a program is essential. A request for waiver of this requirement should be made at least one week in advance.
- G. Any locally produced program will be scheduled once for playback on one of the channels designated for local programming. Additional playback may be scheduled at the discretion of staff and based on availability of channel time.

A locally produced program is one produced using CTV studio, edit suites, production trucks and/or field production package or one produced by a resident or organization located in one of CTV's member cities.

- H. The following guidelines will be used in scheduling non-locally produced programming:
  - 1. With the exception of programs produced by the State of Minnesota and Ramsey

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County, a resident of one of the CTV member cities must sign all requests for the playback of non-locally produced programs. Resident sponsorship will be reviewed yearly.

2. All producers of non-locally produced programming must submit an Alternative Production Tracking Form for each submitted program.
  3. Requests for the playback of non-locally produced programming will be filled on a first-come, first-served basis. Regularly scheduled series time slots may be allocated at the discretion of the CTV staff. If new programs or the series are not submitted prior to the scheduled playback date, the remaining portion of the series time may be reassigned at the discretion of the staff.
  4. Informational programs produced by public agencies may be exempted from these guidelines.
- I. The person requesting playback and/or web streaming is responsible for securing all clearances and releases for the program. The clearances and releases must be in writing and must be presented at the time the media is submitted.
  - J. Programs may be submitted on video DVDs and/or MPEG-2 digital files. The video track on all programs must have continuously running control track and time code. The audio tracks must NOT contain audio time code recorded on either track. Please DO NOT submit your only DVD or digital file for playback. CTV is not responsible for damaged or lost DVDs or digital files.
  - K. All programs must be exactly timed. Programs could be pulled from playback if inaccurate times are given resulting in "dead" air.
  - L. 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 playback or two weeks of being notified of their availability, CTV staff may dispose of or recycle the media at their discretion.



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**PURCHASING COPIES OF PROGRAMS**

The following are basic guidelines for requesting a copy of a program from CTV:

- A. Written permission must be obtained from the producer of the requested program before a copy is made.
- B. A \$20.00 copying fee will be charged for programs copied to DVD or other media devices. Digital downloads are available for most media at a fee of \$10.00 from our web site.
- C. Completion of the copy can be expected **NO SOONER THAN** one (1) week from the date of the request.
- D. Payment **MUST BE RECEIVED** at the time of copy request.
- E. DVD or other media will be mailed to the client when completed unless other arrangements are made.
- F. A copy can only be made of a **COMPLETED** program that is part of the CTV media library. Personal copies, not associated with CTV programming, are prohibited.
- G. Professional care is given to all copies completed by CTV. While CTV uses professional media recorders, we cannot guarantee compatibility with all makes and models of players. Please contact CTV if there are any technical problems with the DVD(s) and/or other media types.

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**LOSS OF PRIVILEGES**

- A. Community producers who abuse or maliciously damage the equipment or facilities or who habitually return equipment late and in a disorderly fashion will lose the privilege of using CTV equipment and facilities.
- B. Minor infractions will result in a warning, then a temporary suspension and finally permanent suspension of privileges to use the equipment and facilities. These infractions include, but are not limited to:
  - 1. Late return of equipment
  - 2. Failure to cancel or appear for a reservation
  - 3. Return of dirty or improperly packed equipment
  - 4. Reserving or checking out equipment for other certified producers, unless special arrangements have been made with production supervisor
  - 5. Eating, drinking or smoking in the studios, edit rooms, or mobile production trucks; and/or
  - 6. Rude or abusive behavior toward other community producers, volunteers or staff.
- C. The following actions may result in an **immediate** suspension of privileges:
  - 1. Loss or damage to equipment until compensation is made
  - 2. Use of equipment for commercial or exclusively private production
  - 3. Checkout of equipment for use by non-certified individuals
  - 4. Attempting equipment maintenance or repair
  - 5. Using the equipment or the facilities while under the influence of alcohol or drugs, an/or
  - 6. Threatening behavior toward other community producers, volunteer or staff.
- D. If a community producer's privileges have been suspended by CTV, other metropolitan area community television facilities may be notified.

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**PRODUCTION FORMS**

- A. Master Mailing List Form:** This form starts a CTV computer file for a new volunteer producer or contact. Our database helps us keep track of all kinds of different information including: what a volunteer is certified in, number of hours each person volunteers each month, what classes a volunteer has taken and on what production a volunteer is working. Everyone who volunteers for CTV needs to have a Master Mailing Form on file in order to get credit for volunteer hours. The volunteer database is also used to create a volunteer directory, which can be very useful when trying to find crew or to look up a volunteer's CTV ID number.
- B. Producer Profile Update Form:** A volunteer producer who has recently changed his/her address, telephone number and/or name should complete this form. It can be found at the receptionist desk or at [www.ctvnorthsuburbs.org](http://www.ctvnorthsuburbs.org).
- C. Production Tracking Form/Request for Playback:** This form helps CTV keep track of volunteer and staff video projects. In addition to helping a producer plan his/her production, this is one method CTV uses to ensure that the equipment is being used to create programming for playback on a channel or web streamed. Personal or commercial use of CTV equipment is not condoned; in fact, doing so can suspend volunteer producer privileges.
- D. Truck/Remote System Production Form:** This form works exactly like the production tracking form with one exception; the production supervisor reserves a CTV production truck for each truck shoot, and the Technical Services Assistant assigns a CTV staff person to accompany the truck.
- E. Alternative Production Tracking Form/Request for Playback:** This form helps CTV track requests made by local sponsors for the playback of non-locally produced programming made by local sponsors.
- i. Preproduction Form
  - ii. Alternative Production Tracking-Local
  - iii. Alternative Production Tracking-Non-Local