

# Production Tracking Form

## Preproduction, Compliance and Playback Request

Phone: (651) 792-7515 • Fax: (651) 792-7501 • ctvnorthsuburbs.org

### Preproduction

PRODUCER(S)		
ID #	First Name	Last Name

WORKING PRODUCTION TITLE

PROGRAM DESCRIPTION

TRUCK PRODUCTIONS

Date: \_\_\_\_\_ Event START: \_\_\_\_\_

On Site Time: \_\_\_\_\_ Event END: \_\_\_\_\_

Truck:  BLUE  WHITE Tech: \_\_\_\_\_

Location: \_\_\_\_\_

Special Needs: \_\_\_\_\_

*List three CTV Truck certified volunteers in "Volunteers" at right.*

LIVE ONLY

Source:  STUDIO  MOBILE On Air: \_\_\_\_\_ Off Air: \_\_\_\_\_

SPECIAL INSTRUCTIONS

STAFF USE ONLY	
PREPRODUCTION	
RECEIVED BY	DATE
PROD COORD	DATE
ENTERED BY	DATE
STAFF USE ONLY	
COMPLIANCE	
TIMED BY	DATE
1	
2	
3	
VOL COORD BY	DATE
ENTERED BY	DATE
STAFF USE ONLY	
ARCHIVE	
<input type="radio"/> NONE	<input type="radio"/> 6 MONTHS
<input type="radio"/> 13 MONTHS	<input type="radio"/> FOREVER
<input type="radio"/> OTHER:	_____



### Compliance Form / Request for Playback

PRODUCTION TITLE

EPISODE

DATE RECORDED LENGTH

SPONSORSHIP

ATTACHED INFO

CANCELLED BY

CTV  PRODUCER REASON: \_\_\_\_\_

VOLUNTEERS

ID #	First Name	Last Name	Hours

Upon signing this document I am giving permission to produce a DVD or a digital download to sell.

PRODUCER (OR PRODUCER'S REPRESENTATIVE) SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

I have read and understand the North Suburban Access Corporation Policies and Procedures



# Truck Policy and Program Content

Phone: (651) 792-7515 • Fax: (651) 792-7501 • [www.ctvnorthsuburbs.org](http://www.ctvnorthsuburbs.org)

- I. Truck productions will be dependent upon staff availability for supervision and crew certification. At least three truck crew members must be truck certified. All others must be at least studio certified.
- II. Truck pre-production forms need to be turned in with a **minimum** of two weeks notice.
- III. For truck productions, a nominal service fee may be charge for gasoline and/or other overhead costs.
- IV. Requests to use the truck outside of the CTV service area must include an explanation of the local interests of the production and must be approved by the Executive Director or his/her designee.
- V. CTV reserves the right to cancel truck shoots before or during a shoot due to the following weather conditions: heavy rain, lightning, high winds, flooding, extreme cold (temperature below 0 degrees Fahrenheit and/or windchill of -10 for outdoor events, -20 for indoor events).

---

A. The program producer(s) shall be fully responsible for any disputes arising out of an audio or video program's 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 North Suburban Communications Commission and its member cities and the North Suburban Access Corporation/CTV, including their employees, agents, directors, volunteers and/or officers, from an liability, damage, cost, judgments or other injury of any kind, including (but not limited to) the cost of defense and reasonable attorney's fees, which may result from any audio or video program production.

B. Neither lotteries nor lottery information will be cablecast.

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, services 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 sponsoring of their programs from private and/or public sources in order to offset production costs. The Production and Outreach Manager or his/her designee must approve all sponsorships. Credit to funding may include a character generated name or logo, telephone number, web site, picture of the business and its address. The credit may not contain any comparative or qualitative language about the underwriter or its products or services; may not mention price; and may not include any content the purpose of which is to motivate a viewer to purchase a product or service.

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 cablecast. The community producer must do any editing that is required in order to comply with the 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 or program material on the access channels and web. Likewise, the community producer is responsible for securing all talent releases and must be able to document that the playback 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 in such disputes the North Suburban Access Corporation, the North Suburban Communications Commission, the cable company serving them, and their affiliates, officers, agents and employees.

H. Programs produced using CTV equipment must acknowledge CTV in the program credits.

I. CTV is not responsible for loss of program content due to lost or damaged media.

J. Access programs or footage cannot be used in any way for the financial profit of the individual or group. The producer is responsible for reimbursing CTV for the actual costs for any programs produced with CTV equipment that are sold for profit.

K. The community producer retains ownership of and is solely responsible for the content of any program produced with CTV equipment or facilities. CTV will not edit programs for producers.