



**Purpose:**

Our goal is for local faces, voices, concerns and expressions to have meaningful access to our resources and to Boston viewers. These submission guidelines have been designed to help allocate resources in a way that is fair, maximizes impact and protects diversity. Your feedback plays a vital role in improving/ simplifying these policies, achieving our goal and reaching our audience. Please contact BNN Distribution with ideas or questions at [jschumann@BNNTV.org](mailto:jschumann@BNNTV.org).

**General Rules:**

- You must be a member in good standing to submit programming
- All programming must be dropped off at least 48 hours in advance of the air date during normal business hours
- Do not submit previously played programming as original programming
- Do not submit programs older than six months for replay
- You must make arrangements to pick up old programs; programs left more than 30 days will be thrown away
- Programs containing offensive content must be disclosed to BNN upon submission. This may include nudity, vulgar language, violence, and medically invasive procedures. When in doubt, contact [Jschumann@bnntv.org](mailto:Jschumann@bnntv.org).
- During elections, programs cannot contain appearances or messages from candidates for the three days before the election and the day of, unless they are a debate in which all candidates have been invited
- All shows must be labeled (see technical standards) and have an indemnification and program submission form.

**Scheduling:**

- In order to accommodate the greatest number of producers and assure diversity of content, BNN limits the number of hours that members may use in our schedule and the number of plays for each submitted program.
- Producers creating original content are allowed 24 hours per quarter for original content, repeats or singles.
- Programs may air up to 3 times on our station (these limitations are relaxed for short length micro programming).
- Producers wishing to sponsor shows produced outside of Boston may use up to 12 hours within a quarter to do so. (If they are also submitting original content these hours are subtracted from their 24 hour allotment).
- Programs are scheduled within themed blocks on a first come first serve basis.

**Types of Programs:**

<i>Types</i>	<i>Length*</i>	<i>Requirements</i>
Single	Half-Hour (20-25 min.) <i>or</i> Hour (45-55 min.)	Each program will air up to 3 times depending on schedule availability
Weekly Series	Half-Hour (20-25 min.) <i>or</i> Hour (45-55 min.)	Submit one original program per week, up to one repeat during the week
Biweekly Series	Half-Hour (20-25 min.) <i>or</i> Hour (45-55 min.)	Submit up to 5 original programs and receive one primary timeslot per week, plus one repeat
Monthly Series	Half-Hour (20-25 min.) <i>or</i> Hour (45-55 min.)	Submit up to 3 original programs per quarter and receive one primary timeslot per week.
Micro Programs	30 seconds – 20 min.	Submission may air within our schedule and during "The Common" but may not be listed in our schedule
Special Programming	More Than One Hour	Live events and special features greater than one hour are encouraged, but subject to approval. Notify Playback at least 30 days in advance to discuss Special Programming.

\*Half hour shows are limited to 29 minutes and Hour shows are limited to 59 minutes in order to accommodate our Bulletin Board system. **We recommend a length of 25 minutes for all Half-Hour shows and 55 minutes for all Hour shows.** Any Half-Hour program longer than 29 minutes or Hour show longer than 59 minutes will NOT be broadcast.

**Technical Requirements:**

All shows must be submitted on DVD without damage. We recommend that you submit your DVD in a "jewel case". Do not use sticker-based labels on your DVD. A simple label with the facing information should be clearly provided on each disc (See *DVD Sample Label*) We encourage producers to submit their shows as MPEG-2 files or MPEG-4. Please contact Playback if you are interested.

**DVD SAMPLE LABEL:**

NAME OF SERIES  
"Short Subtitle No Longer Than 30 Characters"  
Date Recorded or Released *Or*  
Series # & Episode #  
Name of Member Producer or Sponsor  
Contact Number



# Boston Neighborhood Network

Program Request Form  
Playback Department  
Revised: Spring 2010

<b>Name:</b>		[ ] Phone (Day):
<b>Address:</b>		[ ] Phone (Evening):
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
Are You The Program's Producer:    [ ] Yes    [ ] No		[ ] Email:
Please Note: If you are not the producer of the program you must submit a written letter from the producer stating you have permission to show the program. You are fully responsible for the content of the show and all communication regarding that show. Please do not have the producer contact us directly.		<b>What is your preferred contact?</b> <input type="checkbox"/> phone (day) <input type="checkbox"/> phone (evening) <input type="checkbox"/> email
<b>Title of Show</b>		
<b>What type of Program will you submit?</b> <input type="checkbox"/> Single <input type="checkbox"/> Weekly Series <input type="checkbox"/> Biweekly Series <input type="checkbox"/> Monthly Series <input type="checkbox"/> Micro Program <input type="checkbox"/> Special	<b>One-Line Summary</b> (this helps viewers understand what your show is about and why they might want to watch):  <b>What is the style of the show?</b> (i.e. Talk Show, Sitcom, Performance, Documentary)	
<b>Length of your Program:</b> <i>Please note: the recommended run time for half hour shows is 25 minutes; anything over 25 minutes will not be aired. The maximum run time for hour shows is 55 minutes; anything over 55 minutes will not be aired.</i>  <input type="checkbox"/> Half- Hour    run time: ___ min ___ sec <input type="checkbox"/> Hour            run time: ___ min ___ sec	<b>What is your Targeted Audience?</b> (i.e. ethnic, professional, creative, geographic or other groupings such as new families, recent immigrants, long time Bostonians, etc):	
<b>What is the Program Language(s)?</b>		
<b>What is the Age Range for your Audience?</b> (check all that apply) <input type="checkbox"/> children <input type="checkbox"/> teens & young adults <input type="checkbox"/> adults <input type="checkbox"/> seniors	<b>How was this program produced?</b> <input type="checkbox"/> using BNN Equipment & Facilities <input type="checkbox"/> independent of BNN <input type="checkbox"/> Produced at Mass Access Center <input type="checkbox"/> Other:	
<b>Does this program contain any potentially offensive material?</b>  <input type="checkbox"/> Yes    [ ] No  <i>If so please describe:</i>	<b>Show Pick Up:</b> <input type="checkbox"/> I will pick up in person <input type="checkbox"/> You may discard my program when done <input type="checkbox"/> Self addressed stamped envelop <i>I understand that 30 days after the quarter BNN will dispose of all media not picked up.</i>	
<b>Does this program contain at least 50% original content?</b> <input type="checkbox"/> Yes    [ ] No	<b>Upon request may we provide copies?</b> <b>(Skip for sponsored shows)</b> <input type="checkbox"/> Yes    [ ] No	
"I have read and agree to BNN's 'Program Submission Guidelines'." <a href="http://www.BNNTV.org">www.BNNTV.org</a> (Signature of Requester) _____		Date ____/____/____
For Office Use Only:    Received: __/__/____    Member #:                      Expiration: __/__/____ NOTES:		

**Summary:**

Any media (content) you submit to BNN is your responsibility legally, artistically, and ethically. This form must be filled out completely for any media to be distributed through BNN. If you have any questions about this form or your responsibilities as content "presenter" please contact our playback department: programming@BNNtv.org.

I, \_\_\_\_\_, as producer or sponsor (the "Presenter") of the following media content, or live program, or series of programs, entitled:

\_\_\_\_\_ (the "Program"), accept full responsibility for program content submitted for distribution on the Boston Community Access and Programming Foundation, Inc. (the "Foundation") channels and other distribution outlets. I hereby agree to indemnify and hold harmless the Foundation and its officers, directors, employees and agents against all claims and liabilities of any kind, including legal fees and expenses which they or any one of them may incur as a result of, or arising out of, the production, content, cable-casting or use of the Program.

I have read and understand the 'BNN Membership Policy' and agree to abide by them and by other applicable guidelines of the Foundation.

I warrant and represent that the Program is for non-commercial community programming purposes and does not contain:  
1) Material designed to solicit funds or promote the sale of commercial products or services, including advertising by or on behalf of candidates for public office, unless in accordance with the Access Rules for sponsorship; 2) Any material which is libelous, slanderous, defamatory, obscene, indecent, or which constitutes an invasion of privacy;  
3) Any material concerning games of chance, lotteries, gift enterprises or similar schemes, or which might subject the Foundation to liability for violation of any applicable laws, rules, regulations or guidelines instituted by a governmental body; 4) Any material which violates, infringes upon, or gives rise to any adverse claims with respect to any common law or right (including, without limitation, any copyright, trademark, contractual, dramatic, motion picture or literary right) of any person, firm or corporation.

I agree that the Foundation shall have no responsibility or liability for any services, elements, or products performed or provided by any person, firm, or corporation related to the Program and the Foundation shall in no way be responsible or liable for the making of any payments to any person (including, without limitation, any union, guild, actor, director, performer or craftsperson).

I shall be responsible for securing and shall secure all rights, licenses, permissions, releases, and consents (including, without limitation, all those pertaining to copyright and performance) necessary and appropriate for the producing and cable-casting of the audio-visual materials contained in the Program. I agree to provide copies or evidence of all such rights, licenses, permissions, releases and consents to the Foundation prior to the cablecast of the Program. I shall be responsible for loss of or damage to any Foundation facilities or equipment used in the production of the Program. I agree that the Program or any program produced with Foundation facilities, equipment or van ("facilities") shall be available for Foundation cable-casting. The Foundation's rights to programming shall be non-exclusive rights shared with the producer or sponsor as applicable. The Foundation's shared rights include the perpetual right to publish and perform such program in any medium, including a right of first use.

Producers cannot use Foundation facilities to carry out a private commercial project except as disclosed and authorized in accordance with Foundation rules. In the event a producer is reimbursed by a third party for any production or resulting programming, the Foundation shall have the right to compensation pursuant to Foundation rules.

I agree that neither the Foundation nor its employees shall be responsible or liable for the loss or theft of, or damage to any personal items, including, without limitation, equipment and videotapes, while in the Foundation's custody, except with respect to the Foundation's gross negligence as defined by the applicable Massachusetts law; the Foundation's liability with respect to videotapes in any case is limited to the cost of new tape stock to replace that which was lost or destroyed; and The Foundation accepts no liability due to loss or damage during shipping or mailing.

Presenter's Name: (Please Print): \_\_\_\_\_ Phone: \_\_\_\_\_  
ORGANIZATION (if applicable): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SIGNATURE: \_\_\_\_\_