



Purpose:

BNN's mission is to meet the unmet communications needs of individuals and institutions in Boston. In recognizing that channel time is a limited resource these rules have been designed to help allocate that resources in a way that is fair, maximizes impact and protects diversity. Our goal is for more local faces, voices, concerns and expressions to have meaningful access to our resources and to Boston viewers. As part of our community your feedback is needed in improving /simplifying these policies; reaching this goal and our audience. Please contact BNN Distribution with any ideas and questions: Programming@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 their playing and we will within normal business hours for Playback Distribution (check the website or channel for current schedule). Understanding that producers have demanding schedules we will work with you to make drop off and pick up convenient, but any accommodations must be made in advance.
- Do not submit previously played programming as original programming.
- Shows produced at BNN should not be older than six months when submitted for replays.
- You must make arrangements to pick up all old programs. Anything left over 30 days will be thrown away.
- PLEASE PLEASE PLEASE do not submit your only copy! DVDs are easy to duplicate, always keep a copy for yourself.
- Programs containing potentially offensive content must be disclosed to BNN upon submission. This may include nudity, coarse or vulgar language, violence, medically invasive procedures. When in doubt, ask Playback.
- During elections programs cannot contain appearances or messages from candidates for the three days before the election and the day of, unless they are of a debate in which all candidates have been invited.
- For Info concerning sponsorships, non-profit fundraising please contact BNN.
- All shows must be clearly labeled (see technical standards) and have an indemnification form, program submission or series submission form.

Member Identification:

- We will place your name and the name your organization (when applicable) before and/or after every program you submit to BNN as "This Program Presented By". In the case of sponsored programs we will also identify the producer and organization of origin.

Scheduling:

- BNN currently limits the number of hours any member may use in our schedule and the number of plays for each submitted program. These limits are subject to change to accommodate the greatest number of producers, and assure diversity of content.
- Producers creating original content are allowed 24 hours within a quarter which they may use 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.

Program Length:

- Hour programs must be between 59 & 45 minutes in length. We encourage 55 minutes.
- Half hour programs must be between 29 & 20 minutes in length. We recommend 25 minutes.
- Microprogramming is recommended and encouraged: Anything between 30 seconds & 15 minutes.
- Shows longer than 1 hour are possible, must get the approval of BNN's distribution manager.

Types of Programs:

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| Weekly Series: | Submit an original programs each week and have one repeat during the week . |
| Bi Weekly Series: | Submit up to 5 original programs and receive one primary timeslot a week and a repeat. |
| Monthly Series: | Submit up to 3 original programs a quarter and receive one primary timeslot a week. |
| Singles: | Each program will air up to 3 times depending on schedule availability. |
| Micro Programs: | Shows under 15 minutes may air within our schedule and during "The Common" but may not be listed in our schedule. |

Special Programming Live events, special features and shows not fitting in the above categories are encouraged, but are subject to approval and schedule availability. Give us at least 30 days notice and we will work with you to make it happen.

Sponsored Shows:

- As it is now extremely easy for the outside producers to leverage free and low costs services to distribute their content we are taking a proactive stance in encouraging local, original content and to build an active community of producers. For this reason we are making a clear statement: **BNN is not about syndication.** With this stated we will consider allowing outside programming only when it helps to diversify our schedule through subject, language, community represented/served, genre or exemplifies production techniques that can challenge and inspire our producer community.
- Outside programming must be sponsored by active BNN members in good standing.
- The BNN member sponsor must be the primary contact for all sponsored programming. Any contact from the contents producer must go through the sponsor.
- The BNN member sponsor's name will appear before each program they submit (see above).
- Current membership is no guarantee of obtaining a timeslot for sponsored programming and sponsored shows and series can be canceled at anytime to accommodate local production.
- We understand that these steps may inconvenience some outside producers who have been supportive of BNN and Public access in the past. To provide added value to the greater community of producers worldwide BNN will make it's expertise in distribution available to anyone through our website, publications and participation in conferences whenever possible.

Technical Requirements:

- All shows must submitted on DVD without scratches, smudges or damage.
- We strongly recommend that you use a simple thin "jewel case" to deliver your disc, as these provide the best protection.
- Please avoid sticker-based labels for your DVD. These can gum up our system.
- A simple label with the following information should be clearly provided on each disc (See example bellow)

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

- If this info is not on the disk please fill out a media submission tag.
- You may submit more than one program on a DVD, but each program must be contained on a single track.
- We will cut out all color bars, countdowns and station IDs from other stations. Otherwise will not cut your show. Shows that run over will be returned to the producer.
- We encourage producers to submit their shows as MPEG-2 files or MPEG-4. We will need to test the first submission so please contact playback if you are interested (it saves quite a bit of time).