



These guidelines apply to the scheduling of BNN's Community TV Channel (Comcast 23, RCN 83). If you have questions, please call 617-708-3220, come and see us during posted "open window" hours, or e-mail programming@bnntv.org.

1. Only current BNN members may utilize channel time. Requests of non-members will not be scheduled.
2. All submitted shows must be properly formatted and labeled, meet technical and content standards and include a Program Request Form and BNN Distribution Agreement.
3. Single programs must be received before scheduling. Requests for new weekly or bi-weekly series time-slots must be accompanied by at least three programs.
4. Single programs may be any length, but better time slots will be available for programs one hour or less.
5. Regular weekly time slots (one hour or half hour only) may be requested for series that will deliver a new program at least weekly or bi-weekly. Monthly series may also receive regular weekly time slots, or may share a time-slot with another series, depending on availability. A requester's record of program delivery and adherence to guidelines will be a factor in considering requests.
6. Series time slots are assigned for a four-month season, based on requests.
7. Half hour shows are limited to 25 minutes and one hour shows are limited to 55 minutes in order to accommodate our Community Bulletin Board system and Public Service Announcements. Series requesters unable to conform to this guideline may request an overnight time slot.
8. Weekly Boston-based series will be given a regular weekly repeat slot. Bi-weekly and monthly Boston-based series may also receive a repeat slot, depending on availability.
9. To be assured of playback at the scheduled time, all pre-recorded series programs must be received at least 7 days in advance. If possible without jeopardizing our commitment to those delivering programs on time, staff may use its discretion in playing programs received three business days in advance (not including weekends or holidays); but this is not assured. Programs received later than three business days ahead will not be played in the next scheduled time; a different episode may be played at staff's discretion.
10. Each program produced live in Studio A will be repeated once in its corresponding pre-scheduled time-slot; no Program Request is necessary. A single additional repeat may be requested using the Program Request Form; let us know the dates of the live shows and if we still have them on the server you will not have to submit DVD's. Requests to repeat live Studio A shows will be scheduled in shared time slots, not in separate time-slots assigned for the quarter.
11. The Community TV Channel is for current content. Do not submit previously played programming as original programming, or programs older than six months for replay. Programs premiering on BNN will be prioritized.
12. You must archive your own programs: we do not hold onto programs for more than 90 days, whether in DVD format or as digital files on the server. Make arrangements to pick up your DVD's during open window hours if you want them back. Do not under any circumstances give us your only copy of a program.
13. Programs may be scheduled within themed blocks on a first-come first-served basis according to scheduling priorities (favoring Boston-produced content, for example) and other stipulations of BNN Access Policies. All channel time requesters must be familiar with and adhere to these policies and guidelines, including content provisions for late-night scheduling of mature content, prohibition of commercial content or illegal content (such as obscenity or libel), and restrictions on political advocacy in the three days before an election.
14. By requesting channel time you agree that your programming may be further distributed by BNN, such as through webstreaming.

Technical and Formatting Requirements:

- A. Submit your program on DVD or data disc (or other digital media as arranged with and approved by staff).
- B. Disc must have a single program only – no menus or chapters.
- C. Format (all discs): 48Khz stereo audio (with audio on both channels – no mono), 720 x 480 or 720 x 486, 29.97 fps. Data discs: MPEG 2 (.mpg or .avi), Program Stream (PS) main profile under 8 Mbps total data rate.
- D. Quality-check the disc on a player other than the one you created it with.
- E. Disc must be clean, unblemished and provided in a protective case.
- F. Programs must not be longer than the scheduled time slot.
- G. Disc must be labeled with full program title (no abbreviations), episode #, requester name & phone #, and scheduled playback date (no other dates). Do not use adhesive labels.
- H. Be aware that programs may not play if any of these requirements are not met.

Thank you for sharing your programming on BNN's Community TV Channel!



CTV Program Request Form

NOTE: INCOMPLETE FORMS WILL NOT BE PROCESSED

Your Name: _____		Primary Contact Number: _____	
Are You The Program's Producer: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, list name and phone/email of producer: _____ If you are not the producer of the program you must also submit written permission (letter or email) from the producer stating you are allowed to show the program. You are fully responsible for the content of the show and all communication regarding that show.		Email: _____	
Title of Show: _____ One-Line Summary: _____ (this helps viewers understand what your show is about and why they might want to watch)			
What type of Program will you submit? <input type="checkbox"/> Single <input type="checkbox"/> Weekly Series (submit a new show each week) <input type="checkbox"/> Biweekly Series (submit a new show every other week) <input type="checkbox"/> Monthly Series (submit a new show every month)		Who is your Target Audience? <i>Age Range:</i> (Check all that apply) <input type="checkbox"/> 0-12 <input type="checkbox"/> 13-18 <input type="checkbox"/> 18-29 <input type="checkbox"/> 30-64 <input type="checkbox"/> 65 and over <i>Interests and Lifestyle:</i> (Check all that apply) <input type="checkbox"/> Artists <input type="checkbox"/> Families <input type="checkbox"/> Singles <input type="checkbox"/> Professionals <input type="checkbox"/> Immigrants <input type="checkbox"/> Bostonians <input type="checkbox"/> Ethnic <input type="checkbox"/> Athletes <input type="checkbox"/> Students <input type="checkbox"/> Parents <input type="checkbox"/> Men <input type="checkbox"/> Women	
Length of your Single Program: (separate form required for each) run time: ___ min ___ sec Length of your Series Programs: <i>The Maximum run time for "half hour" shows is 25 minutes. The maximum run time for "hour" shows is 55 minutes. All episodes in series must be roughly the same length.</i> <input type="checkbox"/> Half-Hour run time: ___ min ___ sec <input type="checkbox"/> Hour run time: ___ min ___ sec		How was this program produced? <input type="checkbox"/> using BNN Equipment & Facilities <input type="checkbox"/> Studio A <input type="checkbox"/> Studio B <input type="checkbox"/> Truck <input type="checkbox"/> Media Labs / Edit Rooms <input type="checkbox"/> Field Equipment (camera, etc) <input type="checkbox"/> in Boston but not at BNN <input type="checkbox"/> Produced at Mass Access Center <input type="checkbox"/> Other: _____	
Number of episodes in series program planned _____		<input type="checkbox"/> Other: _____	
Select the category program theme that best describes your program content: PICK ONLY ONE <input type="checkbox"/> News & Current Events <input type="checkbox"/> Faith Based <input type="checkbox"/> Sports <input type="checkbox"/> Arts & Entertainment <input type="checkbox"/> Politics <input type="checkbox"/> Educational <input type="checkbox"/> Cultural Expression <input type="checkbox"/> Youth <input type="checkbox"/> Other (Describe): _____		What language is the show in? (Check all that apply) <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> French <input type="checkbox"/> Russian <input type="checkbox"/> Kreyol <input type="checkbox"/> Amharic <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Albanian <input type="checkbox"/> Portuguese <input type="checkbox"/> Japanese <input type="checkbox"/> Other: _____	
Dub requests: <input type="checkbox"/> I give permission for BNN to distribute dubs of this program/series. <input type="checkbox"/> Refer dub requests to the producer.		Has this program appeared on any channel previously? Describe: _____	
Does this program contain any potentially offensive material? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If so please describe:</i> _____		Scheduling preferences: describe on reverse or separate sheet.	
FOR OFFICE USE ONLY: Date Received: ___/___/___ Member #: _____ Expiration: ___/___/___ Scheduled: _____ Notified By: _____ Date: _____			



CTV Program Request Form

NOTE: INCOMPLETE FORMS WILL NOT BE PROCESSED

BNN Distribution Agreement: Revised December, 2011

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 Access Policies' 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 craftsman).

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: _____