



ALEXANDRIA COMMUNITY TELEVISION

Program Submission Policy

Approved 8/17/10

The City of Alexandria and Independent School District 206 provide the public with a process to submit programs for playback on the designated public access channel (Channel 7). Air time will be available to any person, group, organization or entity consistent with the following guidelines;

PROHIBITED PROGRAMMING

1. Advertising material designed to directly promote the sale of commercial and retail products or services
2. Programs, productions or presentations involving obscene, indecent, or such material that violates any local, state, or federal law
3. Lottery or lottery information
4. Direct solicitation of funds, except for the promotion of fundraising events
5. Promotion by or on behalf of any legally qualified candidate

TECHNICAL STANDARDS AND REQUIREMENTS

1. Programming must meet minimum quality standards for cablecasting.
2. The nominal length for a "half hour" program is 28:30; 58:30 for a "one-hour" slot. Shorter running times can be accommodated, but long-format programs (exceeding 1 hour) may take longer to schedule.
3. All media supplied for cablecasting must be in the following formats:
 - a. DVD is either the -R or +R format.
 - b. All tapes should be submitted in standard play speed.
4. All programs must be accurately timed and labeled on the DVD and storage case with:
 - a. The producer's name.
 - b. The program name or title
 - c. The total running time to the nearest second
 - d. Any additional relevant information, such as dated material, or queing instructions.

OTHER GUIDELINES AND RULES

1. Request for air time should be made to the Assistant City Administrator on a Cablecast Request Form (available at www.ci.alexandria.mn.us) at least one week prior to the date requested. Groups and individuals may use one of the following means to submit their Cablecast Request Form:
 - a. Via fax to 320-763-3511
 - b. Via email to mschultz@rea-alp.com
 - c. Via mail to City of Alexandria, 704 Broadway, Alexandria, MN 56308
2. Last minute requests for program time will be considered in special situations. In those cases, staff will attempt to accommodate requests as quickly as possible
3. All access programming will be on a first-come, first served non-discriminatory basis. Stand-alone programs in excess of one minute may be scheduled on the access channel a maximum of eight (8) times in a four-week period.

4. Alexandria Community Television will not edit, or alter in any way, the content of any program submitted for cablecasting; however, if it is determined that the program contains material that is in violation with these rules, the program will not be cablecast.
5. Programs containing material meeting the guidelines of TV-MA as defined in the following link (www.fcc.gov/parents/parent_guide.html/) will be preceded by a message advising viewer discretion and will only be scheduled between the hours of 11:00 PM and 4:00 AM. Channel users are responsible for notifying Alexandria Community Television on the Cablecast Request Form if their program contains material requiring an advisory message.
6. All content is the responsibility of the producer. Except for the programming they submit themselves, neither the City of Alexandria nor Alexandria School District 206 will be responsible for the content of any programming submitted for cablecasting by any other producer.
7. Individuals submitting programs must make all necessary arrangements with and obtain required clearances and licenses from broadcast stations, networks, sponsors, music licensing organizations, composers, etc. Producers shall be solely responsible for copyright, trademark, invasion of privacy, libel, slander, defamation, and all other violations resulting from their programming.
8. Producers will agree to indemnify and hold harmless the City of Alexandria and Independent School District 206, and their respective staffs from any liability or other injury (including cost of defense) which may result from any production.
9. Disputes arising from use of public access time shall be resolved by the Alexandria Cable TV Commission.



Alexandria Community Television Cablecast Request Form

Date _____ Producer Name _____

Address _____ City _____ State _____ Zip _____

Contact Name (if Producer is an Organization) _____ Phone _____

Program Title _____

By requesting air time on the local cable access channel I hereby agree that I have read and understand the Alexandria Community Television Program Submission Policy, and I agree to indemnify and hold harmless the City of Alexandria and Independent School District 206 and their respective staffs from any liability or other injury (including cost of defense) which may result from any production.

Signature of Applicant _____

SCROLLING CONTINUOUS SCRIPT MESSAGES:

Please write out your text on the second page of this form. There are a maximum of seven lines per screen, and for maximum effect, allow 20 characters maximum per line. More than one screen may be used.

Date you would like your message to begin _____ and end _____.

PRE-RECORDED VIDEO TAPES or DVD's

Review your tape or DVD for the above restrictions and the standards outlined in the Program Submission Policy. The City reserves the right to refuse any video from public view if in violation of the standards above or the Program Submission Policy.

Date you would like your video message to run _____ time _____.

Repeat airing of the video _____

Does the video require airing of a viewer discretion advisory per Rule #5 of the Program Submission Policy?
Yes _____ No _____

Other instructions _____

If you want your video materials returned to you, please leave detailed instructions and address.

SCROLLING CONTINUOUS SCRIPT MESSAGES:

Please write out your text. We recommend using 5 lines per screen, with a maximum of seven lines per screen. For best effect, allow 20 characters maximum per line. More than one screen may be used. Remember to include:

Name of Event or Project Date Time Place Contact Name and Phone Number

Other information that may be appropriate:

Who is Sponsoring Who Benefits Who is Eligible

Screen 1

Screen 2

Screen 3
