



# ALEXANDRIA COMMUNITY TELEVISION

## Program Submission Policy

Approved 8/13/2017

THANK YOU! We are excited to provide the opportunity for you to publicly announce, promote or present your event, concert, meeting, or service announcement on Charter Channel 181 and possibly the VieBit channel. If you have any questions after reading through these policies, feel free to reach out with questions to Sara Stadtherr at 320/759-3607.

Welcome!

Alexandria Cable Television Commission

The City of Alexandria and Alexandria Public Schools provide the public with a process to submit programs for playback on the designated public access channel (Channel 181). 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. The preferred 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
2. All media supplied for cablecasting must be in one of the following formats:
  - a. Data DVD
  - b. MP4 files
  - c. MPEG 48 x 720 (preferred)
  - d. WeTransfer
  - e. Drop Box
  - f. YouTube

### OTHER GUIDELINES AND RULES

1. Request for air time should be made to the Communications Coordinator on a Cablecast Request Form (available at [www.alexandriamn.city](http://www.alexandriamn.city)) 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 email to Sara Stadtherr <stadtherr@alexandriamn.city>
  - b. Via mail/drop off at 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/](http://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 Public Schools 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 Alexandria Public Schools, 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 - Charter Channel 181\*

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 Alexandria Public Schools 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. There is 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 SUBMISSION

Review your submission for the above restrictions and the standards outlined in the Program Submission Policy.

Date you would like your video message to run \_\_\_\_\_ time \_\_\_\_\_.

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

WOULD YOU LIKE TO AIR THIS ON VIEBIT ON-DEMAND CHANNEL? Yes \_\_\_\_\_ No \_\_\_\_\_

\* This is a request, nothing is guaranteed to be aired on a specific date or time.