



Northwest
ACCESS TELEVISION

NORTHWEST ACCESS TV PRODUCER FORM

616 Franklin Park West
St. Albans, VT 05478
(802) 782-8676
coordinator@northwestaccess.tv

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Welcome Future Producer!

In order to start producing content for Northwest Access TV, we need to learn a little more about your idea. Please fill out the form below so our Programming Coordinator can look it over and give you a call.

We can't wait to hear all about your new show!

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About You:

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

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Your Show:

Show Title: _____

What is your show about? _____

How long will your show be? _____ minutes

Are you the host? Yes or No (Keep in mind, NWA-TV does not provide a host)

Will there be guests? Yes or No Will there be props? Yes or No

Where will the show take place? Studio or In The Field

What type of program is this: Ongoing Series or One-Time Event

If series: Weekly Bi-weekly Monthly Quarterly



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Terms and Conditions to Produce/Sponsor Program on Northwest Access TV

Individuals that produce or sponsor programs for broadcast on Northwest Access TV are solely responsible for the content of their programs. The policy of NWA-TV complies with all federal and state statutes that restrict how Community Access Television can be used. Beyond the enforcement of these statutes, NWA-TV staff and the board of directors do not exercise any editorial control of programs produced or provided by any eligible person.

Terms You Need to Know Before Starting:

1. *Eligibility* To be a producer, you must live, work or attend school in the following towns St. Albans Town, St. Albans City, Sheldon, Swanton, Highgate, Fairfield, Enosburg, Richford, Bakersfield, Berkshire or Montgomery.
2. *Producer* A person who creates a program and takes full responsibility for the content.
3. *Sponsor* A person who accepts full responsibility for the content of a program not produced by him/her in the towns listed under *Eligibility*.

Part 1: Programming Content Policy

NWA-TV does not pre-screen programs. It is the responsibility of the producer or provider to notify NWA-TV staff if they believe their program may be restricted by the following criteria:

1. **Commercial content:** State statute prevents the broadcast of commercial content on NWA-TV channels. Commercial content is defined as material directly promoting the sale of products or services offered by a business or for-profit venture.

Program underwriters can be acknowledged with a maximum of two fifteen second segments which can include no more than the name, physical address, website, picture and logo of the business/organization/individual.

2. **Obscene content:** Obscene content is not protected by the First Amendment to the U.S. Constitution. This content cannot be aired at any time on NWA-TV. Obscene content is defined as a program without serious literary, artistic, political or scientific value that offensively depicts or describes sexual acts.
3. **Calls to Violence:** Programs that contain calls to violence against individuals or groups of people or their property are not permitted to air.



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Part 1: Programming Content Policy (continued)

4. **Indecent Content:** Pursuant of federal statutes requiring safe harbor hours for young television viewers, indecent material will only be permitted to air on NWA-TV channels between the hours of 2:00am and 5:00am. Safe harbor hours are intended to reduce the likelihood that children will be in the viewing audience. Indecent material is defined as describing or depicting sexual or excretory acts, but does not rise to the level of offensiveness of obscene content.
5. **Profanity:** Profane material is also limited by federal statutes to air only during hours when it is very unlikely that children will be watching television. Profanity is defined as words that when uttered are themselves a public nuisance. Content containing profanity will only be aired during the safe harbor hours of 2:00am to 5:00am.
6. **Hate Speech:** Programs that contain hate speech will be scheduled for playout between 2am – 5am (safe harbor hours). Northwest Access TV defines hate speech as content that encourages hatred and violence against a particular class of people because of their race, color, religion, national origin, sex, ancestry, citizenship, age, service in the armed forces, political beliefs, physical or mental disability, sexual orientation, marital status, gender identity or status with regard to receipt of public assistance.

If there is a question about whether a program includes hate speech, a determination will be made by Northwest Access TV. If any program violating federal or state statute or NWA-TV policy is aired, it is solely the responsibility of the producer or provider of the program. If a producer is uncertain if the content of their program will violate statute or policy, the Executive Director of NWA-TV (or his/her designee) will determine eligibility of a program for broadcast. Decisions on broadcast eligibility can be appealed to the Board of Directors in writing. All producers and providers of programs are encouraged to seek legal advice before submitting a program for broadcast on NWA-TV.



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Part 2: Production Scheduling Requirements

We at Northwest Access TV are very understanding of the busy lives that our producers lead. At the same time, we work to maintain a vibrant and up-to-date schedule. Weekly and bi-weekly programs that are produced regularly and consistently will maintain their time slots throughout all the weeks they are in production. Monthly programs, on the other hand, may share a time slot with another program, each alternating in two week blocks. We are certainly willing to air a “re-run” from time to time. However, the community is not well-served by a glut of old material. With this in mind, here are the guidelines we use to determine the viability of your program.

Live Programs

A live show cannot thrive if its schedule is inconsistent. If viewers cannot depend on the program to be on regularly, they will stop tuning in and, most importantly, stop calling in.

- Weekly live programs may not cancel more than twice in any four week period.
- Bi-weekly live programs may not cancel more than three times in any eight week period.
- Monthly Live Programs may not cancel more than two times in any three month period.

Pre-recorded Programs

- Weekly pre-recorded programs must provide a new episode at least two times in any four week period.
- Bi-weekly pre-recorded programs must provide a new episode at least two times in any eight week period.
- Monthly pre-recorded programs must provide a new episode at least one time in any two month period.

Should you fail to provide new material for your program, in accordance with the above guidelines, it will first be suggested that you change the status of your show, i.e. a weekly show becoming a bi-weekly show. (If your show is a monthly program, you will be asked to surrender your time slot and your program will be aired in available times when the episodes are completed.) Further failure to meet these guidelines will result in the loss of all time slots assigned to your program. This decision will be made by the Executive Director in consultation with the Programming Coordinator. This decision can be appealed in writing to the Board of Directors of Northwest PEG-TV 616 Franklin Park West, St. Albans, VT 05478.



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PART 3: Content Produced by a Minor

**To be completed by the legal guardian of a producer under the age of eighteen.*

As legal guardian of the minor/producer of the program listed on this form, I hereby accept full responsibility for the program's content. I have read all relevant NWA-TV policies including Production Scheduling Requirements and Programming Content Policy (both documents are in this packet) and have thoroughly read and completed this form with the minor/producer and certify that this program complies fully with the obligations and responsibilities outlined in these documents.

Name: _____

Address: _____

City, State, Zip: _____

Daytime phone number: _____ Evening phone number: _____

Email Address: _____

I authorize NWA-TV to cablecast this program.

Legal Guardian's Signature

Date

PART 4: Non-Locally Produced Programming

**To be completed by the Local Provider if the Producer is not eligible to cablecast on NWA-TV.*

I hereby certify that I live, work or attend school in St. Albans, Swanton, Highgate, Sheldon, Fairfield, Enosburg, Richford, Montgomery, Bakersfield or Berkshire, VT and am requesting that NWA-TV cablecast the non-locally produced program detailed in Page 1 of this form. I accept full responsibility for the content of this program and understand that my name will be on record as the program's Local Provider.

Name: _____

Address: _____

City, State, Zip: _____

Daytime phone number: _____ Evening phone number: _____

Email Address: _____

I authorize NWA-TV to cablecast this program.



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Part 5: Program Sponsorship

Individual and organizational producers may solicit sponsorship support for their production costs in the form of materials, services and/or cash donations. Producer may solicit one or more private businesses for materials and services donations and these businesses may be credited for their support within the program. No individual or organization may receive compensation, financial or other in-kind, for production using NWA-TV equipment and resources. Please review Northwest Access TV's Underwriting Policy.

Part 6: Release From Liability

The producer/provider certifies that the program detailed in Part 1 of this form complies with the following criteria:

1. The program does not contain obscene material, commercial content or calls to violence.
2. Written permission has been obtained from the holder of any copyrighted material contained within the program.

The producer/provider also releases the following individuals/organizations from any responsibility for program content:

- Comcast Cable Corporation, its employees and affiliates
- Northwest PEG-TV, its employees and board of directors
- Other Community Volunteers

The producer/provider recognizes that failure to complete and comply with this requested form could result in the immediate discontinuation of the program as well as suspension of access privileges upon Board decision and hereby certify that all information included in the producer's form is accurate and complete.

Producer's Signature

Date

Legal Guardian's Signature (if program is produced by a minor)

Date