



CHANNEL & EQUIPMENT RULES

PROOF OF RESIDENCY

Prior to equipment use or program submission you must provide proof of residency - **a current photo ID** and a **second document showing a Salem mailing address (PO box is not acceptable, junk mail is not acceptable)**. Proof of residency will be updated annually.

PRODUCER RULES Apply to all producers submitting programming to CC:Media

You can monetize your program. Revenue greater than \$50 earned on a specific program must be reported and split 50/50 with CC:Media.

You can be paid for your time to create a video. A third party may pay you for your time to produce a show as long as a third party agreement is on file with CC:Media before production begins (different from monetization).

You cannot list CC:Media as a co-producer. Your show belongs to you. You may not represent yourself as working for, or on behalf of CC:Media - or use CC:Media's logo for your projects.

Do not list contact information without consent. Do not list any contact information in your programming without consent of the individual first.

CHANNEL RULES Apply to ALL content shown on CC:Media channels

Commercial content is not allowed. You cannot ask for *money, donations, sell items, or promote a business directly. You cannot create content for fundraising videos on any crowd-funding platform. *Non-profit organizations, government agencies, & political candidates have different guidelines.

Programs cannot break the law - including copyright. If you don't own it or have written permission to use it, don't put it in your program.

Programs with harsh language or violence are played at specific times. Any program with harsh language, violence, or mature content is played after 11pm or after 1 am on CH 23. Producers will rate their show using FCC guidelines.

All programs must list the producers real name in the credits. As the person submitting a show for programming you must list yourself as the producer for at least 5 seconds in legible font during the credits.

Sponsorships for production support are allowed. Sponsorships for cash, food, or production support must follow the sponsor guidelines - be sure to understand what credits you can offer before making an agreement with the sponsor. You cannot make a direct call to action or use comparative wordings (ex. Buy this here, best pizza in town). Producer is responsible to follow sponsorship guidelines.

PROGRAM SUBMISSIONS:

Before uploading your program to CC:Media for programming make sure it meets these requirements.

- Named exactly how you want it to appear on the program listing. Do not use any special characters with the exception of commas, dashes, and apostrophes.
- One second of black at the beginning & end of the program.
- Producers legal name in the credits - for at least 5 seconds in a legible font.
- Exported in HD resolution (Preferred settings: 720p (1280x720) 59.94fps)
- Consistent audio between -12 & -6
- PEG credit - if created using CC:Media equipment & exceeding 20 minutes.

All shows must have a current program contract on file. Name of the video file and name on the program contract should match.

EQUIPMENT RULES Apply to anyone using CC:Media equipment

Only certified producers may use the equipment. Anyone using the equipment must also take the necessary classes from CC:Media to be a certified user.

Videos produced using CC:Media equipment must be submitted for programming before being used elsewhere. You must submit your show for programming - with a current program contract - before uploading your content anywhere else.

CC:Media equipment can only be used for creating content that will be submitted to CC:Media. You own the program and can share on other platforms after it has been submitted for programming. You cannot create content that you do not intend to submit for programming.

Submit programming according to program type expectations. Most programs need to be submitted after a maximum of four equipment reservations.

Equipment must be returned on time and in good working condition. Keep equipment neat, clean, and away from exposure to liquids, food, dirt, dust, sand, smoke, & pets. You are responsible for any broken or lost equipment. Do not transport or operate equipment in an unsafe manner.

Follow reservation pick up and return times. Equipment reservations should be claimed or canceled within 15 minutes of the reservation time. Studio reservations should be cancelled at least 24 hours in advance.

Programs created with CC:Media equipment cannot be played on commercial channels.

Programs created with CC:Media equipment that have a total run time greater than 20 minutes must have a PEG credit. PEG credits can be found on the CC:Media drive or you can create your own. It must be on the screen for at least 5 seconds and show the following statement in legible font: This show was produced by a member of our community using PEG access equipment managed by CC:Media.”

STUDIO RULES Apply to anyone using a CC:Media studio.

Do not make major changes to cameras, equipment, or cabling. Before making any major changes to equipment or how it is connected in the studios or editing rooms, get staff approval. If changes are approved and made - producer is responsible for changing the settings back when finished.

Arrive on time for your studio reservation. Please arrive no more than 15 minutes before your scheduled time slot in the studio.

Arrive with appropriate supplies for your show - including crew and external hard drive. Producers are required to provide their own external hard drive for recording onto and need to have at least one crew to run the control room during filming.

Studio reservations must be changed or cancelled at least 24 hours before your reservation. Contact CC:Media if you need to cancel your reservation or have any special requests that you will need help with during your reserved time.

If something is not working properly or you are having difficulties, ask a staff member for help. The equipment in the studio is expensive to replace or repair and highly technical - ask for help.

Leave the studio spaces clean & organized. Producers are responsible for cleaning up any dishes or trash in the studios, kitchen area, and green room. If you made changes to the studio set-up, put it back how you found it before you leave.

WARNINGS & SUSPENSIONS

Failure to follow rules may result in suspension from using equipment or submitting programming. Three warnings will result in a suspension. Suspensions are for one year unless otherwise specified. You may also be suspended from CC:Media for violent, disruptive, threatening, or continually disrespectful behavior while at CC:Media or while participating in a CC:Media event.

CC:Media recognizes warnings and suspensions issued by other community media centers. Warnings and suspensions may be appealed in writing to the CC:Media Executive Director. CC:Media may require re-certification, a production plan and submission schedule for a producer to move off suspension.