

**CCTV TRONGuide Intro to Editing
Licensing Agreement - Terms and Conditions**

I. OVERVIEW AND CENTER INFO

By purchasing a license to use *Intro to Editing* in your school or access center (“Center”), you acknowledge that you have read and understand the terms of that license. In the spirit of the TRONGuide style, those terms are outlined here in an easy-to-understand format.

Your Executive Director, or another authorized representative of your Center, must agree to these terms in writing. Please print a copy of this document, fill in all the blanks, and return to: CCTV, PO Box 2342, Salem OR 97308-2342.

Your Center _____

Executive Director _____ Email _____

Lead Training Staff _____ Email _____

Additional Staff _____ Email _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Center website _____

II. WHAT YOU ARE LICENSED TO DO

Here’s an overview of what a license enables your Center to do with these materials:

1. Present *Intro to Editing* videos as part of regular workshops, one-on-one training, project-based training, or self-guided training in your Center
2. Give or sell copies of *Student DVD* and *Student Companion Book* to students and producers eligible to use your Center’s equipment
3. Copy class materials on *Trainer’s Disc* onto an unlimited number of computers owned by your Center
4. Train staff and designated training volunteers to present *Intro to Editing* workshops to students within your Center

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III. GUIDELINES AND RESTRICTIONS FOR USE

In an effort to protect our investment in creating this program we must ask all licensed users to adhere to the following rules. This outline will clarify some of the points in section II and explain some other restrictions we're asking Centers to comply with:

A. Copying materials

1. Do not make copies of any *Intro to Editing* materials, including videos and printed material. The only exception is that you may copy project files on the Trainer's disc.
2. Do not re-encode *Intro to Editing* videos into any other form, nor distribute them on the internet.

B. Performance of materials

1. Centers are licensed to show *Intro to Editing* video materials on any monitor or projection system within the walls of its facility. Center staff may also show materials to students at remote locations within your Center's service area.
2. Do not play *Intro to Editing* videos on your Center's channels, including recordings of live workshops if video materials can be seen or heard.

C. Distributing materials

1. Having a take-home copy of these materials is a very effective way to learn for most people, and is especially suited to this training program. Centers are encouraged to distribute these materials to students for best results. Refill packs of *Intro to Editing* Student Companion Books and Student DVDs are available exclusively from CCTV. An order form with current refill pricing is attached, or visit <http://www.cctvsalem.org/tronguide> to order online.
2. Centers may *sell* copies of books and DVDs to offset costs and generate a modest revenue stream. Price may be determined by each Center's Executive Director; suggested retail price is \$12 per DVD, \$15 per book, or \$25 for both. You may also choose to simply increase the cost of the workshop itself to cover the cost of providing take-home books and DVDs.
3. Sales may be made ONLY to students and producers in your community, who reside within your Center's eligible service area. Sales may only *be in-person, at your Center*. Do not offer materials for sale through the mail. Do not distribute copies in any way outside your Center's service area.
4. You may not sell or give away copies to other Centers or video trainers. Please help us by referring other Centers to <http://www.cctvsalem.org>!

D. Representing CCTV TRONGuide and *Intro to Editing* brands

1. Centers are encouraged to use the *Intro to Editing* brand name as the published title of their editing workshops, if desired. Doing so gives your training program a streamlined continuity as students begin using the video and printed materials.
2. Centers may refer to themselves as "TRONGuide-licensed facility", or to their trainers as "TRONGuide-certified", if desired. Centers may not use the TRONGuide name as part of any other program or property.

E. Support defined

1. CCTV's training staff (Greg Hiltz) will be available, on a limited basis, to help your Center with the transition into using *Intro to Editing*. Support is limited to questions and discussion related to the implementation of the materials: classes and workshops, handling students, and anything else related to teaching the skills of editing.
2. CCTV's support does NOT extend to technical issues related to using Final Cut on your computer systems. Centers must seek I.T. assistance for technical issues.
3. We will offer approximately 1-2 hours of telephone support per license. You may also email questions to greg@cctvsalem.org. We are eager to help you succeed but must maintain staff time for the operation of our own facility!
4. On-site staff training and consulting will be available starting in 2009. Please let us know if you are interested in bringing Greg into your Center for a focused 2-day session about the joys of teaching new editors!

F. CCTV TRONGuide licensing is available only to *non-profit community media centers, public schools, and non-profit private educational institutions.*

IV. AGREEMENT

I, _____, have read and understand the terms of this license and agree to adhere to these guidelines and restrictions for use of CCTV TRONGuide *Intro to Editing* training materials. I further acknowledge that I am authorized to make such an agreement as a representative of my Center.

Signed, _____ Date _____