

SERIES PROGRAM INFORMATION PACKET

DEADLINE TO SUBMIT APPLICATION: MARCH 31, 2010 AT 6:00 PM

PRE-SUBMISSION CHECKLIST:

- Producer must have “Active” status**
 - paid membership fee and attended orientation after January 2004
 - new producers must have taken the media literacy workshops)
- Application filled out legibly and correctly**
- \$25 Application Fee (fee is non-refundable)**
- Three (3) taped first-run programs
(Mini-DV, DVCam, or DVD formats only)**
- A signed programming contract for each program submitted**
- Programs must properly labeled with:**
 - Producer Name**
 - Starting Time Code and Ending Time Code**
 - Exact Length of each program (to the second)**

I. INTRODUCTION

The following is an information packet designed to help in the scheduling, reservation and execution of series programming for Houston MediaSource. In compliance with the Rules and Procedures, and in conjunction with the operational procedures of the Administration and Equipment Departments, this packet provides the necessary information to facilitate the origination and maintenance of series programming for community television.

II. SERIES DEFINITION

A series program is a set of programs that is cablecast under the same name on a weekly, biweekly, or monthly basis.

III. SERIES ALLOCATION

Series programs are normally allocated one time slot. Series are granted for a six-month period; within that period, however, there is a compliance check every other month to see if the series complies with the 50 percent first-run programming ratio. Series programs must turn in a minimum of 1 new program every other week. Those programs that meet or preferably exceed this ratio are automatically extended for three months until completion of the series period. Those programs not meeting compliance have two (2) weeks to meet compliance or they are dropped from series status, lose their time slots and series privileges, including any studio and/or editing resources allocated for the series.

IV. PREREQUISITES

A person or organization may apply for one series time slot, and must submit three (3) taped programs in compliance with the provision outlined in the Series Reservation Request. Only one series is allowed per provider/producer. Programs that have previously cablecast **may not be** submitted as part of the three programs required in obtaining a regular series slot. Tapes of call-in programs must have the call-in phone numbers omitted or obscured before the tape will be accepted for playback.

V. PROGRAM TAG

All programs must have a local producer contact tag located at the end of the program. This tag must have a legitimate local address and/or phone number and/or email address, must be displayed for at least five (5) seconds; and be the last video before going to black for at least 30 seconds. Programs not containing this tag will be rejected from scheduling until such time as the tag is inserted.

VI. SCHEDULING PRIORITIES

New applicants take precedence over renewing applicants. All local productions will have priority over non-local programming. Shorter programs take precedence over longer programs respectively. The **deadline** to apply for series is **March 31, 2010 at 6:00 p.m. No applications will be accepted after the deadline!** Any series applicants unable to be slotted will be held on a waiting list and offered time slots as they become available.

VII. SERIES CANCELLATION

Series programs will be cancelled if the producer or provider is suspended, has an expired I.D., owes funds to HMS, failed to cancel studio reservations with less than 48 hours prior notice, fails to submit the required number of programs, or is no longer eligible to use HMS resources. Cancelled series programs cannot regain series status until the next series renewal period. Any disputes may be appealed as outlined in the Rules & Procedures for the Use of Houston MediaSource Resources.

VIII. PRE-EMPTION

HMS will make all attempts to facilitate the production of all programs, without preference to live or taped programming. While encouraging producers to produce series programs, HMS does not wish to squelch the production of non-series, specialty or one of a kind programming. To this end HMS reserves the right to block out studio and editing times to facilitate non-series production. HMS also reserves the right to cancel series reservation for workshops, maintenance, special requests, holidays and special events. Producers affected will be notified in advance of any cancellations affecting existing series reservations.

IX. SUMMARY

The information in this packet contains guidelines that HMS staff uses for distribution of community access resources for series programs. All of these guidelines are consistent with the rules and procedures for HMS. Producers are encouraged to confirm all airtimes and studio reservations for series production. These guidelines are provided to encourage cooperation between the staff and producers to ensure equitable distribution of HMS resources. These guidelines constitute policy that is subject to change due to physical or financial constraints.

HOUSTON MEDIASOURCE PROCEDURE FOR COMMUNITY PROGRAMMING SERIES ACQUISITION*

Holding a series slot is a special privilege at Houston MediaSource and should not be taken lightly. Each series holder** is expected to exhibit individual responsibility in the production of programming and exhibit individual responsibility and the highest regard for the privilege of using the access facility.

HMS places great importance on community series programming, but due to the increased quantity we must continue to impose and revise a formal procedure for series acquisition. HMS commits to equitable delivery of services and diverse programming on the channels.

GENERAL REQUIREMENTS

- Anyone using the access facility to produce video programming will be required to demonstrate that they are producing programming for the access channel in proportion to their use of the equipment.
- In order to acquire a series, the producer must remove ALL of their previously played tapes from the library before each series application period.
- Series producers must purchase a 12-month ID and must keep their ID current in order to keep their series. A new series service charge is required for all series at the beginning of each renewal period.
- Series applications will be accepted from **March 01, 2010** and must be submitted in person, along with the three (3) taped place-holding programs and \$25 application fee to the Programming or Equipment Department by 6:00 p.m. on **March 31, 2010**.
- **All producers holding series slots prior to a renewal period can and may be bumped by series requests from new or renewing producers. Producers who have never had a series will be given priority. Having held a particular slot for "X" years will not serve as protection from being bumped. Note that less than 50% of each programming block may be allotted for series...space is very limited.**
- **If at any time the producer or host receives suspension, the series time slot will be subject to cancellation.**

SERIES TIME SLOT PRE-EMPTION

HMS will make all attempts to facilitate the production of all programs, without preference to live or taped programming. HMS encourages the production of series programs but does not wish to squelch the production of non-series, specialty or one of a kind programming. Due to an increased demand of resources, HMS reserves the right to block studio and editing times to facilitate non-series production. HMS also reserves the right to cancel series reservation for workshops, maintenance, special requests, holidays and special events. Producers affected will be notified in advance of any cancellations affecting existing series reservations.

SPECIFIC REQUIREMENTS

- For taped-series acquisition, please submit 3 place-holding tapes of the series (that have not played on the channel) along with three (3) program contracts (don't forget to sign the back of the contract) by **March 31, 2010 at 6:00 p.m.** Once series has begun, **series tapes are due 10 days prior to airing.**
- Series EDIT reservations will be processed after series confirmation letters have been mailed out. Please check with the Equipment staff for eligibility and time allocation. You will need your letter.
- Individual conferences with a programming staff member must be scheduled in advance of series finalization. Please check with programming for times and dates. Series fees are due upon receipt of series confirmation letter. Fees include: a producers/organization/provider ID and the series service charge.
- **Producer identification tags are required for taped programming.** You may place a P.O. Box number on the tag, but each producer must have on record at Administration a local daytime telephone number (message machine or contact, but NO 1-800 or 1-888 numbers) and/or a local address. The tag must be the LAST piece of video on a tape, followed by black. The tag must appear at the end of all credits on a live show or just before the show goes off the air. Failure to display a valid producer identification tag will result in a minor violation for the live show producer. **No production company names allowed.**
- Only local Houston phone numbers may appear on taped shows. (Specific educational or governmental institutions may apply for an exemption). All non-local programming requires a local sponsor. Your local tag must contain the producer name, or pseudonym, and a local address, PO Box number or phone number. You may provide the host phone number only if they have paid the proper ID fee. You may also provide a non-profit organization reference (ask the front desk about organizational fees), but in all cases the producer tag must appear at the end of the program, taped or live.

*This series procedure is subject to change by HMS as needed.

**A series holder may be a producer/provider/organization and is responsible for reading the HMS Series Program Information Packet for more complete information; and should inquire periodically about any changes or updates. Updates will be posted in the facility and will be mailed individually.

Houston MediaSource - SERIES APPLICATION REQUEST

PROGRAM INFORMATION - PLEASE PRINT

SERIES TITLE: _____ LENGTH (MIN/SEC): _____

Is your series "LIVE"? Yes No If yes, please indicate "LIVE" in the title.

Did you have a series December 2009 - May 2010? Yes No

Is this programming locally produced in Houston? Yes No

Frequency (weekly, every other week, or monthly): _____

Which category does your program fall under on the block scheduling grid? _____

(Refer to attached block scheduling grid)

SERIES DAY/TIME SELECTION - PLEASE SELECT YOUR TOP THREE (3) CHOICES

(Refer to attached block scheduling grid before choosing)

DAY OF WEEK	TIME (AM/PM)
1. _____	_____
2. _____	_____
3. _____	_____

PRODUCER INFORMATION

PRODUCER NAME _____ PRODUCER ID: _____

ORGANIZATION SPONSOR (IF APPLICABLE) _____

STREET ADDRESS _____ CITY/STATE/ZIP _____

DAYTIME PHONE: _____ EVENING PHONE: _____ CELL PHONE: _____

GUIDELINES FOR STUDIO/EDIT RESERVATIONS

1. These guidelines are provided to encourage cooperation between the staff and producers to ensure equitable distribution of HMS resources.
2. Producers awarded prime time slots may be preempted more than non-prime time.
3. Request may be for either the Studio or Editing Suite. Editing request may be up to eight times the length of the program (30 min. x 8 = 4 hrs) per week.
4. Studio time must include set-up and strike time, in addition to live airtime.
5. Producers that cancel 30% of their resource time in a given month are subject to cancellation.
6. Requests made for more than the standard four-hour block are by special request. This includes extended set-up and multiple show tapings.
7. Series are a privilege, not a right. HMS reserves the right to cancel or preempt reservations for programming, workshops, maintenance, holidays and special events. Primetime slots 7:00 pm - 10:00 pm, however, are likely to be preempted most often. All effort will be made to contact and reschedule displaced producers prior to their reserved times.
8. Please be as specific as possible in order for us to complete your request.
9. Producers will forfeit series time if suspended, expired ID, failure to maintain compliance, or no longer eligible to use HMS resources.
10. Conflicts will be resolved by priority, local origination and lottery where applicable.
11. Series reservations are valid until **November 20, 2010** upon approval.
12. If your series application is granted and you accept the time slot, payment is due by **Thursday, May 13, 2010 at 6:00 p.m.** If payment is not received by the due date, your series slot will be cancelled.

Please return complete application, application fee and, three (3) tape submissions to:
Houston MediaSource 410 Roberts Street Houston, Texas 77003

Applications not accepted by FAX. This does not constitute a reservation.

***I have read and understand all the rules and procedures pertaining to series acquisition at Houston MediaSource. ***

SIGNATURE: _____ DATE: _____