



**BCAT MEDIA CENTER
POLICIES AND PROCEDURES HANDBOOK**

Watch us on:

Time Warner Cable channels 34, 35, 56 and 57

Cablevision channels 67, 68, 69 and 70

RCN channels 82, 83, 84 and 85

Verizon channels 42, 43, 44, 45

Streaming live on www.briconline.org/bcat

647 Fulton Street, 2nd Floor, Brooklyn, NY 11217

Phone: 718-935-1122

Fax: 718-935-1123

www.briconline.org/bcat

GENERAL TERMS

The following general terms will be useful to know when reviewing BCAT Media Center's guidelines:

BRIC Community Media: the media arts arm of BRIC Arts | Media | Bklyn, the non-profit organization that provides low cost services and performances for the borough of Brooklyn

BCAT: The acronym for Brooklyn Community Access Television.

BCAT TV Network: the borough public access television channels.

BCAT Media Center: the facilities and offices for BRIC Community Media and BCAT TV Network.

BCAT Media Center Certified Producer: A Brooklyn-based individual who has received training and certification from the Brooklyn Center for Media Education is authorized to use the production facilities at the BCAT Media Center and maintains a valid active status in accordance with these policies and procedures. *Certified Producers are not employees of BCAT TV Network or BRIC Community Media and should not misrepresent themselves as such.*

Brooklyn Center for Media Education: the education program of BRIC Community Media that offers training and workshops pertaining to the field of production and authorizes the certification of BCAT Media Center Certified Producers.

Brooklyn Free Speech TV (BFSTv): Time slots available to any Brooklyn resident or Brooklyn-based organization on a first-come, first served basis, primarily on Time Warner Cable channels 34, 35, 56; Cablevision channels 67, 68, 69; Verizon 42, 43, 44; and RCN 82, 83, 84.

Brooklyn Independent Television (BIT): Brooklyn-centric programs created by, or in partnership with, BRIC Community Media. Shown primarily on Time Warner Cable channel 56, Cablevision channel 69, RCN channel 84 and Verizon channel 44.

Brooklyn resident or organization: An individual or organization with a current Brooklyn street address, living or conducting business at that address. *NOTE: A post office box is not an acceptable address.*

Community member: Any Brooklyn resident or organization that uses the BCAT Media Center facilities or watches BCAT TV Network.

BCAT TV Network Community Producer: The individual or group responsible for all aspects of creating and distributing a program. *Producers are not employees of BCAT TV Network or BRIC Community Media and should not misrepresent themselves as such.*

P.E.: Acronym for "Public Equipment," located in the lobby of the BCAT Media Center. This is where residents can sign up for classes once they've attended orientation; and where Certified Producers can reserve studio time or equipment.

Playback: The BCAT TV Network service that schedules channel time.

Pre-packaged program: A program recorded in its entirety without any interruption in the control track.

Quarter: BCAT TV Network's yearly programming schedule is divided into four 13-week quarters:

Winter: January – March

Spring: April – June

Summer: July – September

Fall: October – December

Program Applicant: The Brooklyn resident or group responsible for applying for a time slot and submitting programs for cablecast on BCAT TV Network channels as part of the Brooklyn Free Speech TV lineup. The applicant accepts liability for the content of the program. In some cases, the individual or group may also be responsible for all aspects of creating the program. **If a person or organization wishing to have a program on BCAT TV Network does not reside in Brooklyn, they must find a Brooklyn resident or organization who will agree to become the Program Applicant.** Program applicants are not employees of BCAT TV Network or BRIC Community Media and should not misrepresent themselves as such.

Series: A program shown on a regularly scheduled basis that has the same producer and title and a consistent theme or format. There are three types of series: a weekly series, which is shown once a week for 13 weeks; a bi-weekly series (Sundays only), shown every other week for during a 13-week season; and a monthly series, shown once a month for 3 months.

Special: A single program that is not part of a series.

Talent: A person appearing as a host or guest on a show.

Time-slot: A 28-minute or 58-minute period scheduled for the cablecasting of a Brooklyn Free Speech Television program.

HOURS OF OPERATION

BCAT Media Center is located at:

647 Fulton Street, 2nd Floor

(Entrance at 57 Rockwell between DeKalb Avenue and Fulton Street)

Brooklyn, NY 11217

Phone: 718-935-1122

Fax: 718-935-1123

Website: www.briconline.org/bcat

Watch us on:

Time Warner Cable channels 34, 35, 56 and 57

Cablevision channels 67, 68, 69 and 70

RCN channels 82, 83, 84 and 85

Verizon channels 42, 43, 44 and 45

Streaming live on www.briconline.org/bcat

Administrative Office Hours:

Monday - Friday 10am - 6pm

Saturday - Sunday

10am – 12pm

12pm – 2pm

2pm – 4pm

Programming/Tape Drop-Off Hours:

Monday – Friday 8am – 11am

(Drop off only)

11am – 7pm

(Drop off and pick up)

Saturday - Sunday 10am – 4pm

(Drop off and pick up)

Studio & Equipment Reservation Hours:

Studio and equipment reservations may be made in person at Public Equipment at the following times.

Monday - Friday 8am – 7pm

Saturday - Sunday 10am – 4pm

Main Studio Slot Availability:

Monday - Friday 10am – 1pm

1pm – 4pm

4pm – 7pm

7pm - 10pm

Saturday - Sunday 10am – 1pm

1pm – 4pm

Mini Studio Slot Availability:

Monday - Friday 10am – 12pm

12pm – 2pm

2pm – 4pm

4pm – 6pm

6pm – 8pm

8pm - 10pm

WELCOME!

Welcome from BRIC Community Media, your gateway to public access television.

BRIC Community Media is the media arts arm of BRIC Arts | Media |Bklyn and was established to provide you and your neighbors with the opportunity to inform, influence, share, enhance, and preserve the borough's diversity of thought and culture through the medium of television.

This booklet provides information about our access program and the services we offer through our state-of-the-art BCAT Media Center.

The programming and operations policies detailed in the following pages govern the use of channel time on the BCAT TV Network; training at the Brooklyn Center for Media Education; use of the Brooklyn Bulletin Board; and the use of the BCAT Media Center.

It is essential that you to read these policies thoroughly before completing and/or submitting any forms or applications as each require that you sign, indicating that you are familiar with BCAT Media Center's policies and agree to abide by them.

We encourage you to share this information with friends, family, and other Brooklyn residents and organizations that may be interested in using Brooklyn's community channels to express their views and exchange information about their neighborhoods.

We look forward to working with you to create meaningful community television for you and the Brooklyn community.

What is Public Access Television?

Public access television is an extension of your first amendment rights. It's one place where everyone has an equal voice.

Public access was developed by Congress in the early 1970s to ensure that local communities would have access to the burgeoning cable networks so they could provide local programming within the global system. Residents can apply for free channel time on the station and cablecast shows of their own making to a mass audience – as long as they are non-commercial in nature. In addition, local viewers will be provided with programming created mainly for local residents. In many locales, public access television stations also provide television production training and equipment.

Cities generally have three kinds of access channels: public access, educational, and government – or PEG. BCAT TV Network is a public access channel.

How is it paid for? Any business that uses a public "right of way" – streets, roads, and airwaves – negotiates a rental agreement with the local government for its use. The rent paid by a cable company comes in the form of franchise fees. In New York City, a portion of those fees are used to provide capital and operating budgets for the City's access channels and the public access television facilities located in each borough.

About the Brooklyn Community Access Television Network

In 1988, BRIC/Brooklyn Information & Culture, designated as Brooklyn's official Community Access Organization, devised a development plan for creating a full-scale community based media outlet for the borough of Brooklyn. Today that result is known as BRIC Community Media.

BRIC Community Media is one of four programs managed by BRIC Arts | Media | Bklyn, an independent not-for-profit corporation founded in 1979 to present cultural, educational and media programs reflective of the borough's diverse communities. BRIC Arts | Media | Bklyn also manages the Celebrate Brooklyn performing arts festival that takes place each summer in Prospect Park; the Rotunda Gallery, a program offering education to Brooklyn public schools and an award-winning contemporary art gallery featuring Brooklyn-affiliated artists; and BRICstudio, a performance space utilized by Brooklyn's emerging and established performing artists and community-based organizations.

BCAT TV Network is part of BRIC Community Media and operates the borough's public access channels from a state-of-the-art facility in downtown Brooklyn that houses production studios and editing suites. Programs can be seen on each of Brooklyn's two cable franchise systems: Time Warner Cable 34, 35, 56, and 57; Cablevision 67, 68, 69, and 70; RCN 82, 83, 84, and 85; Verizon 42, 43, 44 and 45 and streamed live on the internet at www.briconline.org/bcat.

The BCAT Media Center provides the residents of Brooklyn with a broad range of media services that enable the creation, production, and cablecasting of community television programs created by and/or for local residents and organizations, including low-cost television and video production workshops.

Channel Distinctions

Brooklyn Free Speech TV: Channel time is available to Brooklynites on a first-come, first-serve basis. Any Brooklyn resident or Brooklyn-based organization can apply for free channel time – either a regularly scheduled timeslot or a one-time special. Brooklyn Free Speech TV programs primarily reside on Time Warner Cable channels 34 and 35, Cablevision channels 67 and 68, RCN 82 and 83 and Verizon 42 and 43.

Brooklyn Independent Television: To fulfill our obligation to facilitate and develop television created with Brooklyn and its diverse populations in mind, BRIC Community Media created Brooklyn Independent Television. Brooklyn Independent TV programs primarily reside on Time Warner Cable channel 56, Cablevision channel 69, RCN channel 84 and Verizon 44.

Brooklyn Bulletin Board: Time Warner Cable channel 57, Cablevision channel 70, RCN 85 and Verizon 45 carries a 24/7 community calendar, announcing events and services provided by hundreds of Brooklyn not-for-profit organizations.

BRIC Community Media's Mission Statement

BRIC Community Media provides the community with BCAT TV Network, Brooklyn's only community cable network offering viewers four channels of programs produced by the community, for the community.

BRIC Community Media has been charged with a dual mission: to provide residents and Brooklyn-based organizations access to free channel time on the borough's cable systems and to produce content for local viewers.

BRIC Community Media promotes the power of the individual and the collective voice. Through its production facility, equipment, educational training, channel time and alternative programming, an environment has been created for Brooklyn's communities to preserve, enhance, and share the borough's diversity of thought and culture.

BRIC Community Media cablecasts its Brooklyn Free Speech programming in a manner that is free of censorship and control of programming except as is necessary to comply with local, state, or federal laws and regulations on the BCAT TV Network. A community media program of BRIC Arts | Media | Bklyn, a non-profit organization, BCAT TV Network is not managed by either the cable operator or the city.

How to Have Your Own Show on the BCAT TV Network

To cablecast a program on the BCAT TV Network you need to be **over 18 years of age** and you need to **demonstrate that you're a Brooklyn resident or represent a Brooklyn-based organization**. A person or organization requesting a time slot on the BCAT TV Network is considered a **Program Sponsor**.

There are three ways to have your own show on the BCAT TV Network:

1. You can become a **BCAT Media Center Certified Producer**: At our Brooklyn Center for Media Education, we'll teach you the basics of television production, qualifying you to use the BCAT Media Center facility - our cameras, studios, and/or editing equipment. To produce your program, you need to complete one of our two workshops: basic television studio production OR basic field camera production and non-linear editing.
2. You can become a **Playback Producer**: Any Brooklyn resident or organization with their own video and editing equipment can submit a finished program in a digital format that can be uploaded to our system for us to cablecast.
3. You can submit a show produced by someone who resides outside of Brooklyn.

OVERVIEW OF BRIC COMMUNITY MEDIA SERVICES

Brooklyn Bulletin Board

Cablecast 24 hours a day on Time Warner channel 57, Cablevision channel 70, RCN channel 85 and Verizon 45 Brooklyn Bulletin Board, which premiered on June 1, 1991, enables Brooklyn not-for-profit organizations to share information about non-commercial events and services. The same information can also be viewed online at www.briconline/bcat. Any individual, organization, institution, corporation, or entity with a non-commercial event or service can submit an announcement to be cablecast on the Brooklyn Bulletin Board. Brooklyn Bulletin Board is a free service.

BCAT TV Network

Launched in September 1993, the BCAT TV Network offers any Brooklyn individual, organization, institution, corporation, or entity access to free channel time on its cable channels. Typical users include hospitals and health organizations, arts groups, schools, local community boards, and community residents. BCAT TV Network has time slots for both weekly and monthly series and non-series or special programs.

BCAT Media Center

The BCAT Media Center, opened in October of 1996, is a state-of-the-art community television center located in the former Strand Theater. The BCAT Media Center houses:

- BRIC Community Media's staff and administrative offices

- Three television studios, including a mini-studio custom designed for one-person operation
- BCAT TV Network transmission operations
- Non-linear editing suites
- Portable production equipment

BRIC COMMUNITY MEDIA SERVICES IN DEPTH

BCAT TV Network

Launched in September 1993, BCAT TV Network (then known as BCAT Playback) offers Brooklyn residents or organizations free access to channel time on its cable channels. The BCAT TV Network can be seen in Brooklyn on Time Warner channels 34, 35, and 56, Cablevision channels 67, 68, and 69, RCN channels 82, 83 and 84 and Verizon channels 42, 43 and 44. Programs are also streamed live online at www.briconline.org/bcat. The BCAT TV Network is a free service. Any Brooklyn resident or organization requesting a time slot on the BCAT TV Network is considered a **Program Sponsor**

Who can have a show on the BCAT TV Network?

The Program Sponsor requesting channel time must be a Brooklyn resident, 18 years of age or older, or a Brooklyn-based organization. The Program Sponsor accepts liability for the content of the program and is responsible for submitting programs in a timely manner. You do not need to take a class with the Brooklyn Center for Media Education in order to have your own show unless you wish you use BCAT Media Center's studios or equipment to produce your show.

If a person or organization wishing to have a program on BCAT TV Network does not reside in Brooklyn, they must find a Brooklyn resident or organization who will agree to become the Program Sponsor.

What types of time slots are available?

BCAT TV Network has four types of time-slots: weekly; bi-weekly (Sunday only); monthly; and specials.

How to Submit a New Program for the BCAT TV Network

Submission of programs for the public access channels is free of charge and free of content control by Brooklyn Free Speech TV, subject to the policies listed in this document.

When to apply

Applications for new monthly, weekly and bi-weekly (Sunday only) programs are accepted on a quarterly basis. To be considered, the Program Sponsor must submit their required materials by the following quarterly deadline.

Winter (January–March): from the 4th Monday in October to the 2nd Friday in November

Spring (April – June): 4th Monday in January to the 2nd Friday in February

Summer (July – September): 4th Monday in April to the 2nd Friday in May

Fall (October – December): 4th Monday in July to the 2nd Friday in August

Slots provided for Brooklyn Free Speech programming are filled on a first-come, first-served basis. BCAT TV Network attempts to schedule all eligible programs but on occasion may not be able to accommodate a Program Applicant. In some cases, those requesting weekly slots may be given monthly slots, or on Sundays, a bi-weekly slot. Program Applicants who

did not receive their first choice are encouraged to resubmit their applications the following quarter.

Once a time slot has been assigned, Program Applicant will notified no later than 5 days prior to the program start date, informing them at what time and on which channels their program will be cablecast.

To apply for a time slot, the Program Applicant must come in person to the BCAT Media Center with the following:

- a signed and completed BCAT Media Center New Series or Renewal Application
- a current government-issued photo ID
- proof of residence in the form of a current utility bill, no older than two months, for a Brooklyn residence or business, in the name and address of the applicant
- four (4) completed programs if applying for a weekly time slot; three (3) completed programs if applying for a bi-weekly Sunday time slot; or one (1) completed program if applying for a monthly time slot

Acceptable forms of government-issued photo IDs include UNEXPIRED:

- U.S. Driver or Non-Driver's license
- U.S. Passport
- Foreign Passport
- Resident Alien Card
- U.S. Military ID Card
- City or State Employee ID
- Student ID
-

The following are acceptable forms of utility bills. They must be **current** (no older than 2 months) and **indicate the name and Brooklyn street address of the Program Sponsor**:

- Brooklyn residence lease
- Telephone bill (land line only)
- Gas bill
- Electric bill
- Cable bill
- Satellite dish bill
- Water bill
- DSL bill

If you **don't have any of the above-listed utilities in your name**, you'll need to come to the BCAT Media Center with the person in whose name the utilities are listed. Together, you will complete a Proof of Residency Form to be signed by a BCAT Media Center staff member. In addition, the Applicant's sponsor must bring a valid photo ID card and a utility bill indicating their name and address.

Each January, Program Applicants will be required to provide proof of Brooklyn residency again. At that time, Program Applicants who are also Certified Producers must demonstrate that they are in compliance, with regards to keeping their certification active.

Program Applicants are responsible for submitting changes in address, phone number or email address via the BCAT Media Center Change of Information Form. All forms can be found on the BRIC Community Website at <http://www.briconline.org/bcat>.

The BCAT Media Center New Series Application and Renewal Form require the Program Applicant's signature in two places: one acknowledges that they are familiar with the

programming policies and procedures outlined in this document; the other acknowledges the Program Applicant's agreement to indemnify BCAT TV Network and BRIC Arts|Media|Bklyn for any violations of BCAT Media Center's policies and federal, state, and local laws and regulations.

Organizations Submitting Programs

Brooklyn-based organizations wishing to sponsor a program on the BCAT TV Network must submit a letter from an officer of the organization on original company letterhead, indicating the name of the individual who will act as the Program Applicant, and a copy of your IRS letter granting 501(c)3 status. These letters must accompany the BCAT Media Center New Series Application or Renewal Form and a current utility bill in the name and address of the organization. The representative will also be asked to produce a photo ID. A similar letter must be submitted with every renewal application. Any changes in this designation must be submitted in writing by an officer of the organization. **Programming from organizations must pertain to that organization's mission or purpose.** Please note that the time slot belongs to the organization and NOT the individual listed as the Program Sponsor.

Minors Submitting Programs

Minors under the age of 18 submitting programs are required to have a parent or guardian sign the BCAT Media Center New Series Application or Renewal Form.

Public Record of Access Channel Usage

Information on the BCAT Media Center New Series Application and Renewal Form is a matter of public record pursuant to State Cable Regulation 9 NYCRR 59 Sec. 595.4(c)(10).

Program Scheduling & Priorities

BCAT TV Network will attempt to honor scheduling requests however, BCAT TV Network reserves the right to schedule programs within the parameters of overall program composition and flow, taking into consideration audience building and the representative diversity of programming on the access channels. **Content originally produced by Brooklyn-based producers will be given priority on the BCAT TV Network channels over pre-packaged or syndicated programs.**

BCAT TV Network will also exercise scheduling discretion to ensure access for new channel users, specials, series of limited duration, and coverage of special events. In rare cases, this may involve pre-emption of previously scheduled programs.

BCAT TV Network prioritizes scheduling in the following order:

1. Brooklyn-centric programs produced by BCAT Media Center Certified Producers or Brooklyn Independent Television.
2. BCAT Media Center Certified Producers producing and submitting programs with the use of BCAT Media Center equipment or the BCAT Media Center.
3. Program Sponsors who live in Brooklyn, independently producing their own programs, not appearing on another cable channel in Brooklyn.
4. Program Sponsors submitting programs also appearing on another cable channel within Brooklyn.
5. Program Sponsors submitting programs produced by New York City residents or organizations outside of Brooklyn.
6. Programs sponsors submitting programs produced outside of NYC. **BCAT TV Network reserves the right to limit the amount of imported programming at its discretion.**

While BCAT TV Network reserves the right to change program schedules without notice, BCAT TV Network is committed to cable casting programs during assigned time slots.

Special Programs

BCAT TV Network offers time on its channels for “special” single submission programs. A special program is defined as a program scheduled for a single 28-minute time slot rather than on a recurring basis. Time is also available for a series of limited-duration (a mini-series up to three parts). On occasion, 58-minute specials can be accommodated.

To apply for a special time slot, you must submit your program along with a signed and completed **BCAT Media Center Special Application**, a current utility bill in your name, and a current government-issued photo ID. A Certified Producer wishing to use the BCAT Media Center facilities to produce a special must apply for a time slot prior to reserving equipment or studio time.

Generally, special programs will be scheduled for cablecast within one month after application and program submission. BCAT TV Network will schedule special programs for at least one guaranteed showing. Any additional play will be scheduled subject to available channel time and at the discretion of BCAT TV Network.

Non-series Program Sponsors may submit up to four special programs per quarter. Each program must be submitted separately.

Weekly series program sponsors are limited to scheduling one special program per quarter, in addition to their weekly show. Each program must be submitted separately.

Bi-weekly and monthly program sponsors are limited to scheduling three special programs per quarter, in addition to their regularly scheduled program. Each program must be submitted separately.

Series Programs

A program series is defined as a defined number of episodes, under one single title, scheduled at regular times (i.e., weekly, bi-weekly, or monthly frequency). BCAT TV Network divides the scheduling year into 4 quarters (13 weeks per quarter).

Each program series holder must submit a requisite number of original episodes per quarter. An “original episode” is defined as a program that, in whole or in substantial part, has not previously appeared on cable television in Brooklyn, at any time, regardless of the channel. **It is the Program Sponsor’s responsibility to submit programs in a timely manner and to keep track of the number of original programs submitted to BCAT TV Network.**

The following are distinctions and original episode requirements for a BCAT TV Network series:

Weekly Series

- Commitment of 13 episodes for a single quarter (13 weeks)
- Requires 9 original episodes per quarter (no more than 4 repeats permitted per 13-week quarter)
- Sponsors must renew their show, demonstrate proof of residency, and provide a photo ID once a year, from January 1 to the end of January regardless of when you last provided this information.

Bi-Weekly Series (Sunday only)

- Bi-weekly time slots are currently available only on Sundays

- Commitment of 6 episodes for a single quarter (13 weeks)
- Requires 5 original episodes per quarter (no more than 1 repeat permitted per 13-week quarter)
- Sponsors must renew their show, demonstrate proof of residency, and provide a photo ID once a year, from January 1 to the end of January regardless of when you last provided this information.

Monthly Series

- Commitment of 3 episodes for a single quarter (13 weeks)
- Requires 2 original episodes per quarter (no more than 1 repeat permitted per 13-week quarter)
- Sponsors must renew their show, demonstrate proof of residency, and provide a photo ID once a year, from January 1 to the end of January regardless of when you last provided this information.

Time slot changes can be requested by quarterly deadline (*see page 8*). If you have a monthly show and wish to change to a weekly show, you are not required to submit additional programs at the time the request is made.

Program Submissions

Programs must be delivered during designated hours (*see page 4*) at least **four (4) calendar days** in advance of the scheduled cablecast date (see chart below).

Cablecast Day	Program Due Date
Sunday	Prior Wednesday
Monday	Prior Thursday
Tuesday	Prior Friday
Wednesday	Prior Saturday
Thursday	Prior Sunday
Friday	Prior Monday
Saturday	Prior Tuesday

Program Sponsors with a series are required to submit an episode for each week their program is scheduled: 13 for a weekly series; 6 for a Sunday bi-weekly series; and 3 for a monthly series.

We can accept no more than four (4) tapes at any given time per show. **Each episode must be on a separate tape.**

Please make it a point to pick up old tapes when dropping off new ones. **Any tape held at the BCAT Media Center Tape Library for more than 30 days past air date will be recycled.**

To maintain a weekly time slot, you must submit at least nine original episodes in the 13-week quarter; to maintain a bi-weekly slot (Sundays only), five original episodes; and to maintain a monthly slot, 2 original episodes. Program Applicants are required to identify which of their episodes are “original” upon submission. **Program Applicants will forfeit their series time slot for failing to provide the requisite number of original episodes within a quarter.**

It is the Program Applicant’s responsibility to submit programs in a timely manner and to keep track of the number of original programs submitted to BCAT TV Network.

Should your show be cancelled for not meeting the requisite number of original episodes,

Program Applicants must sit out the quarter following the one in which they are cancelled.

Program Applicants are limited to scheduling one series at a time. Two or more series regularly featuring the same footage will be treated as the same series regardless of the program provider or title. Both shows will be considered in violation of policies and both will be cancelled.

Series Renewals

Once a program has been granted a time slot, BCAT TV Network will make every attempt to maintain the same time slot for each subsequent quarter. Program Sponsors must renew their programs **once a year** by submitting the **BCAT Media Center New Series Application or Renewal Form**; a valid government-issued photo I.D.; and a current utility bill in their name and address by the end of each January. **Failure to do so will result in cancellation.**

Continuing series are subject to scheduling changes, reduction in series frequency, or cancellation depending on a number of factors:

- Number of repeats submitted in the previous quarter
- Number and type of program violations incurred by program
- Number of new time slots requests received

Requesting a Time Slot Change

Each quarter, Program Sponsors have the opportunity to request a change in their existing time slot. BCAT TV Network will make every attempt to accommodate such requests.

Deadlines to submit time slot change requests are as follows:

Winter (January – March) / from fourth Sunday in December to fourth Friday in October

Spring (April – June) / from fourth Sunday in March to fourth Friday in January

Summer (July – September) / from fourth Sunday in June to fourth Friday in April

Fall (October – December) / from fourth Sunday in September to fourth Friday in July

If you have a monthly time slot and wish to request a weekly time slot, you are not required to submit additional programs at the time the request is made. **However, you should anticipate the number of finished programs you will be required to submit during the season.**

If a scheduling change is necessary to accommodate a new series request, BCAT TV Network will be guided by the programming priorities previously listed (see *Program Scheduling & Priorities*).

Repeat Programming Series

Due to the increasing number of new producers requesting channel time on the BCAT TV Network, weekly series producers will no longer be given a double time slot during the same week. Older shows that were “grandfathered” in will forfeit their double slot should they ask for a time change. Please note: As demand for time slots increases, those shows will also be relegated to a single time slot.

Canceling a Program

All Program Sponsors who wish to cancel their cablecast with BCAT TV Network must submit a BCAT Media Center Change of Information Form at least one week before their next scheduled cablecast date. The forfeited time slot will then be made available to other Program Sponsors.

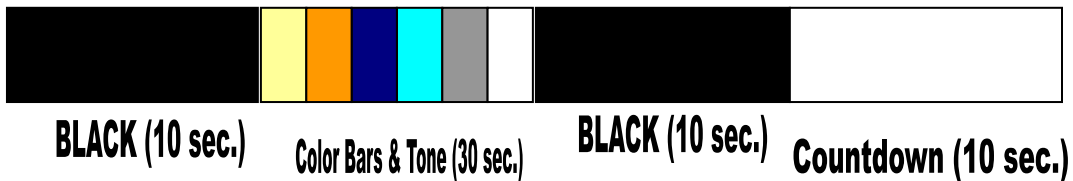
Technical Standards

BCAT TV Network accepts **only** the following tape formats:

- S-VHS (SP / standard play, 2-hour speed only)
- BetaSP
- MiniDV
- DV/DVCPRO/DVCAM

BCAT TV Network will not accept programs provided on VHS, VHS-C, Hi-8, $\frac{3}{4}$ SP-Umatic, or DVD.

BCAT TV Network accepts only one episode per videotape. Tapes must begin with 60 seconds of uninterrupted video, prior to the start of the actual program (pre-roll). This video can be any combination of color bars (30 seconds), countdown (10 seconds), or black (10 seconds). See example below:



If you include a reference tone on your tape, it must be on both channels. Tapes should also have two minutes of black following the end of the program (end roll).

BCAT TV Network has minimal technical standards that allow us to properly cablecast your programs. **Tapes that are damaged and are hazardous to BCAT TV Network's transmission/playback equipment will not be shown.** Any program that does not meet BCAT TV Network's technical requirements will result in the Program Sponsor receiving a warning letter. Continual problem(s) may result in program cancellation. Programs recorded in stereo will be played back in stereo.

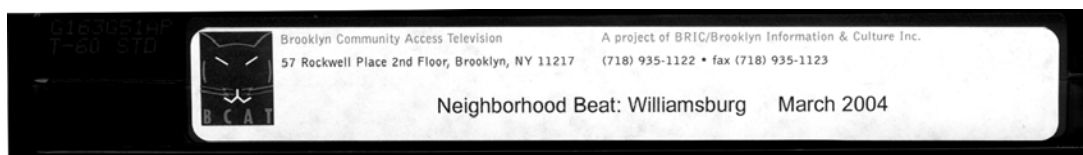
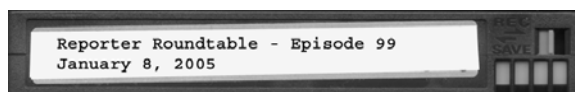
Submitted Programs must also: have sound recorded on **both channels**

- have adequate video signal strength
- be crease-free
- have edits that are made with an edit controller (linear) or within the timeline of a non-linear editing application
- have color bars that are in phase relationship with the actual program
- have uninterrupted control-track throughout the program and at least one minute of control-track before the program begins.

If you have any further questions, please call our Programming Department at 718-935-1122 x238.

Labels

To ensure that they won't interfere with tape playback, labels must be properly placed within the grooves contained on the spin of the tape, as illustrated below. Labels must include name of show; name of episode; and the day it is scheduled to play. Information should be typed or carefully hand printed. **Multiple labels on tapes can cause damage to your tape and to BCAT TV Network's playback decks; tapes with multiple labels WILL NOT be accepted.**



Retrieving Programs

Program Sponsors must retrieve their videotapes in person within 30 days from the cablecast date on BCAT TV Network (see tape pick up hours on page 2). **Any tape held at the BCAT TV Network Tape Library for more than 30 days past air date will be recycled.** BCAT TV Network will not be responsible for returning videotapes via mail.

Rights & Distribution

All program rights belong exclusively to the Program Sponsor, except as otherwise provided herein:

- The sponsor must allow BCAT TV Network unlimited cablecast and any type of electronic distribution of the program while it is in the BCAT TV Network Library and the right to re-cablecast the program at its discretion without the payment of any fees or royalties to the Program Sponsor or any individual or entity having an interest therein.
- BCAT TV Network has the right to use the program and/or excerpts for promotional and/or educational purposes.

Program Content Restrictions

BCAT TV Network shall not be considered a censor of any program material and cannot assume responsibility for the content of programs or information cablecast. The following rules apply to all BCAT TV Network services:

- Content must be non-commercial by nature. Programs cannot advertise; solicit business; or promote commercial products, businesses, services, or transactions.
- Content cannot contain material that is slanderous, libelous, or an invasion of privacy, or made unlawfully.
- Content cannot contain unlawful use of material that is copyrighted or subject to ownership, or royalty rights, rights of publicity, or other payment. Producers assume the responsibility of receiving permission to use any and all content in their productions that may contain copyright and written consent from those who appear on their show.

In addition, presentation of the following material on the BCAT TV Network is prohibited:

- The direct solicitation or appeal for funds, items, or services of value for any or all purposes with the exception of non-profit organizations providing an IRS letter of determination indicating 501(c) (3) status. In the event that a donation request appears in a program, BCAT TV Network reserves the right to request the Program Sponsor provide proof of their 501(c) (3) status to BCAT TV Network within 7 days.
- Material that is obscene. Obscene speech is not protected by the First Amendment. Federal law states that material is obscene if:
 - The average person, applying contemporary community standards, would find that the work, taken as a whole, appeals to the prurient interest;
 - The work depicts or describes sexual conduct in an offensive way;
 - The work has sexual content and, taken as a whole, lacks serious literary, artistic, political, or scientific value.

For a list of the Federal Communications Commission's (FCC) recent enforcement actions in this area, please visit the FCC's Enforcement Bureau Web site at www.fcc.gov/eb/broadcast/obscind.html.
- Material concerning lottery information, gift enterprise, or similar schemes.
- Programming which may contain material that is intended to defraud the viewer or designed to obtain money by false or fraudulent pretenses.
- Political endorsements or advertising by or on behalf of candidates for public office.
- Material that has a reasonable probability of causing the substantial obstruction of law-enforcement or other government functions or services. *Example: Programming which focuses on disrupting U.S. mail services.*

When program violations are brought to BCAT TV Network's attention, steps will be taken as necessary to comply with all applicable federal, state, and local laws, rules and regulations, including cancellation of the program by staff.

Commercial Programming Restriction

Commercial programming is strictly prohibited on the public access channels. As noted above, programs may not contain solicitation, advertising, bartering or promotion of commercial products, services, or transactions.

Programs may not contain commercial telephone numbers, nor may programs contain information about purchasing a product or service.

(Commercial program providers are encouraged to contact their local cable company regarding "leased-access" and "commercial-use" cable channels. In Brooklyn, these channels are administered by Time Warner Cable and Cablevision of New York City.)

Political Programming Policies

The following is a list of BCAT TV Network's policies regarding political programming:

- Community/Public access is a public forum and is not bound by any equal-time requirements.
- BCAT TV Network will not endorse political candidates.
- A political candidate who appears in a program will be considered a guest of that program, and the candidate's appearance on that program will not represent an endorsement by BCAT TV Network.
- A political candidate who wishes to produce his/her own program on BCAT will be

scheduled in accordance with existing programming policies. BCAT TV Network will not be obligated to schedule political candidates in equivalent time slots opposite of existing political candidates or officials.

- Political candidates who have existing time slots will not receive new time slots to provide them with a larger audience.
- All Program Sponsors who are political officials or declared candidates must surrender his/her time slot for 30 days before the election to prevent its use for campaigning.
- BCAT TV Network will not honor schedule requests from any political candidates involved in Brooklyn Independent Television-produced programming.
- Candidates who decline an invitation to appear in a Brooklyn Independent Television-produced or Program Sponsor's program will not be entitled to equal time.
- Political candidates may express partisan views and opinions on BCAT TV Network, but candidates cannot use a BCAT TV Network program as a fundraising solicitation. This policy applies to all Program Sponsors.
- BCAT Media Center staff will assist political candidates in the same manner as they would assist any producer.
- At the start and end of any Program Sponsor's program that includes a political candidate, the program producer must run a slate on-air containing the following text: "The views expressed on this program are those of [names of the candidate and the producer] and not those of BCAT TV Network."
- At the start and end of any Brooklyn Independent Television-produced program that includes a political candidate BCAT TV Network will run a slate on-air containing the following text: "This program was produced through the facilitates of BCAT Media Center. The views expressed on this program were those of [name of candidate] and not those of BCAT TV Network."

Legal Responsibilities

The Program Applicant must make all appropriate arrangements with, and to obtain clearances from broadcast stations, networks, sponsors, music licensing organizations, writers, performer representatives, and all other persons as may be required to transmit its program material over the cable television system.

Program Applicant acknowledges and agrees to be solely responsible for obtaining all clearances and for the payment for any public performance, music licenses, and royalty payments that may be required due to the transmission of any kind of performance contained in their program.

Upon request by BCAT TV Network, Program Sponsor is required to provide satisfactory evidence of such permission within 24 hours.

Program Applicant agrees to indemnify and hold harmless BCAT TV Network and any regulating body or person from any and all liability or any other injury, including reasonable costs of defending claims or litigation, arising from or in conjunction with claims for failure to comply with any applicable laws, rules, regulations, or other requirements of local, state, or federal authorities; for claims of libel, slander, invasion of privacy, or the infringement of common law or statutory copyright; for unauthorized use of any trademark, trade name, or service mark; for breach of contractual or other obligations owing to third parties; and for any other injury or damage or equity which is claimed to result from the Program Sponsor's use of the public access channels.

Your Relationship with BCAT TV Network and BCAT Media Center

Program Applicants and Certified Producers are not employees of BCAT TV Network and may not identify themselves as such. Falsely identifying yourself as a BCAT TV Network employee is considered a major infraction and can result in suspension of privileges.

Only programs authorized by BCAT TV Network or produced under the direction of the BCAT TV Network Executive Producer can be identified as Brooklyn Independent Television productions.

The use of the BCAT TV Network's logo is permitted for use in advertisements, flyers, and on the program itself.

Adult, Violent, Medically Graphic Programming

In order to best serve the Brooklyn community, BCAT TV Network strives to provide a means of notifying parents or guardians when programming appears on the access channels that may be inappropriate for children. BCAT TV Network also wants to assist people in making informed viewing decisions while providing an opportunity for all forms of expression without censorship and in accordance with existing laws.

Programs containing excessive vulgar language, nudity, extreme physical violence, extreme degradation, graphic depiction of invasive medical procedures, or indecent material will be scheduled between the hours of 12am to 5am and will be preceded by a message advising viewer discretion. Indecent material is defined as material that describes or depicts sexual or excretory activities or organs in a patently offensive manner as measured by contemporary community standards.

Program Sponsors are responsible for notifying BCAT TV Network if their program contains material requiring an advisory message.

It is a violation of BCAT TV Network policy to submit for cablecast, programming that is obscene or made unlawfully.

Charging for Time on the Access Channels

Time on the public access channels is available **free of charge**. Program Sponsors **cannot** require compensation from individuals in exchange for appearing on BCAT TV Network under the pretense of having purchased time on BCAT TV Network's channels. You also cannot charge or receive payment from a person or organization in order for their content or likeness to appear on your program. Furthermore, channel time may not be sold to another program provider or third party. **Violation of this policy is considered a major infraction and may result in cancellation** (see page 30).

Program Credits for Programs Created with BCAT Media Center Equipment

Programs produced with BCAT Media Center's equipment or at the BCAT Media Center must credit the facility. It should read as follows: **"Produced through the facilities of BCAT Media Center, a community media facility of BRIC Arts|Media|Bklyn."** This acknowledgement must appear at the end of the program for a duration of 10 seconds.

Program Credits for Contribution of Goods and Services

Programs may acknowledge underwriters (individuals, businesses, or other organizations that have contributed goods, services, or funding used in the program production).

- Underwriters can be acknowledged at the beginning and/or end of the program only
- Total credits for all contributions are limited to 60 seconds

- Credit may be aural, visual or both
- Credits may not contain any advertising information

Permitted acknowledgements include:

- A voiceover of up to 15 seconds that includes a name or logo
 - ❖ Sample of permitted voiceovers:
 - This program was made possible with underwriting from [name of company or individual].
 - Local presentation of [name of your program] was made possible by [name of company or individual].
 - This program has been brought to you by [name of company or individual].
 - We'd like to thank [name of company or individual] for making this program possible.
- Video titles that include the name, address, phone number and website of the sponsoring company or organization
- Video of the front of the main office or store location
- Video of the sponsor or employees themselves

Not allowed:

- Calls to action like “buy,” “try” or “consider”
- Comparative statements, qualitative adjectives or subjective evaluations (like “the best hamburgers in Brooklyn”)
- Video of a service provided for a cost by the organization
- Promotional information (i.e., any statement regarding price, product or service descriptions)

Program Credits for On-Air Guests

Because public access television is a non-commercial entity, other than standard lower third IDs (name, title, affiliation), all on-screen guest information (i.e., addresses and/or telephone numbers) may be displayed for a duration of 10 seconds only twice during a 28-minute program. The display may be a lower third of a slate reading as follows: “For more information contact (guest name, organization).” Any exceptions are as approved by the BCAT TV Network Executive Producer.

Violations

BCAT TV Network is committed to providing quality community interest coverage of non-commercial programs.

BCAT TV Network and BCAT Media Center will make every reasonable effort to inform individuals about programming policies and prohibitions when a violation has occurred and to correct those violations. BCATTV Network and BCAT Media Center reserves the right to take any action with regard to program scheduling and transmission to comply with applicable law and to ensure compliance with these policies, including but not limited to, immediately suspending access rights.

Submitting false information in connection with a program will result in program cancellation and restrictions in scheduling future programs.

Failure to provide the requisite number of original programs as scheduled will lead to program cancellation and restrictions in scheduling future programs.

At the discretion of the BCAT TV Network Executive Producer and/or BCAT Media Center Operations Manager, such persons found violating BCAT TV Network and BCAT Media Center policy may be suspended and/or banned from BCAT TV Network channel cable casting and BCAT Media Center's facility and equipment.

FACILITY USAGE

If you'd like to use the BCAT Media Center equipment and/or studios, edit suites or multimedia lab to produce your program, you'll need to become a **BCAT Media Center Certified Producer**. A BCAT Media Center Certified Producer is an individual who is trained to use BCAT Media Center's equipment and facilities to create programs for cablecast on BCAT TV Network. The use of BCAT Media Center's resources is for the exclusive purpose of producing public access programming for cablecast on BCAT TV Network. Use of BCAT Media Center equipment or facilities for any other purposes will be grounds for immediate suspension.

How to become a BCAT Media Center Certified Producer

To become and remain a Certified Producer, you must follow the following four steps:

- a) Attend a Brooklyn Center for Media Education Orientation Session (offered on the first Tuesday of the month from 6pm-8pm), except on holidays when it is held on the second Tuesday. Additional Saturday sessions are also scheduled. To see the most updated sessions available, check our website at <http://www.briconline.org/bcat> or contact the Brooklyn Center for Media Education for details at x221.
- b) Provide BCAT Media Center with a current government-issued photo I.D. and a current utility bill for a Brooklyn residence or business in the name of the applicant
- c) Attend and successfully complete either the Basic Field Production/Non-Linear Editing or Basic Television Studio workshop
- d) Volunteer at BCAT Media Center

Orientation

Brooklyn Center for Media Education offers monthly orientation sessions that give a full overview of policies and procedures. Orientation is not designed to be a technical or training workshop. The **orientation is a pre-requisite for all Brooklyn Center for Media Education training workshops**. Attending an orientation is required for all individuals and organizations wishing to use the BCAT Media Center's studios and/or equipment, regardless of production/industry experience.

Orientation is offered on the first Tuesday of the month, except on holidays, when it is held on the second Tuesday. Saturday sessions are offered on a monthly basis as well.

Once you have completed an orientation, you are eligible to register for a Brooklyn Center for Media Education training workshop. You can register for a television production workshop immediately following the orientation or by visiting the Public Equipment Room, Monday to Friday from 8am to 7pm, Saturday and Sunday from 10am to 4pm.

In order to register for a class you'll need to present a current government-issued photo ID (see page 9); a current utility bill in your name and address (see page 9); a completed **Training Workshop Application Form**; and payment in the form of a credit card, check or money order made payable to BRIC Arts|Media|Bklyn. Checks will be accepted up to one week before the start of a workshop. No checks or credit cards will be accepted less than 7 days prior to a workshop start date. Money orders will be required for payment instead.

Workshops

After attending an orientation session, you can register for the Basic Television Studio workshop and/or Basic Field Production/Non-Linear Editing workshop. Brooklyn Center for Media Education offers training workshops in both areas throughout the year on a first come, first-served basis.

Basic Television Studio Workshop

This workshop explores the basics of an in-studio television production. Students become acquainted with such studio equipment as manual cameras, switchers, audio mixing board, character generators, robotic cameras, microphones, playback decks, and intercom, as well as non-technical crew roles such as floor management, directing, producing, and even talent. Students also learn how to work as part of a crew and behave in a professional manner. Classes meet twice a week for four weeks – every Monday and Wednesday (except for holidays) for 3 hours per session, for a total of 24 hours. Students can choose between afternoon sessions (2pm-5pm) and evening session (6pm-9pm).

Basic Field Production/Non-Linear Editing Workshop

This workshop explores field operation production using BCAT Media Center's portable video equipment and non-linear editing techniques using BCAT Media Center's editing facilities. In this workshop, students learn the basics of creating a television show – pre-production; production; and post-production – and basic editing concepts. Classes meet twice a week for four weeks – every Tuesday and Thursday (except for holidays) for 3 hours per session, for a total of 24 hours. Students can choose between afternoon sessions (2pm-5pm) and evening session (6pm-9pm).

The Basic Field Production/Non-Linear Editing and Basic Television Studio Production workshops are also offered on Saturdays. These workshops meet 4 consecutive Saturdays (except for holidays) for 6 hours per session from 10:30am to 4:30pm, for a total of 24 hours.

Reserving a spot in a workshop

Spaces are filled on a first-come, first-served basis. Reservations for training should be made and paid for at least 3 weeks before the start of a training workshop.

To sign up for a workshop at an orientation session, you'll need the following:

- a completed **BCAT Media Center Training Workshop Application**, distributed at orientation
- \$98 payment per workshop (credit card or check/money order made payable to BRIC Arts|Media|Bklyn) **NOTE:** Checks will be accepted up to one week before the start of a workshop. Money orders are the only form of payment accepted 6 days prior to a workshop start date.
- proof of residency (current utility bill in your name and address)
- and non-expired government-issued photo ID

To sign up any time after an orientation – the next day or even year later – bring the above mentioned to the Public Equipment Room during business hours (Monday-Friday from 8am-7pm; Saturday and Sunday, 10am-4pm).

Space is limited, so it's recommended you sign up for workshops at an orientation.

We reserve the right to cancel a class for any reason, including low enrollment. Students will be enrolled in the next available class.

Representing a Brooklyn-Based Organization or Corporation

If an individual representing a Brooklyn-based organization or corporation wishes to enroll in a production workshop **at the organization's expense**, they will need to submit a letter from an officer of the organization on original company letterhead and indicating that the organization is sponsoring the individual, along with their application and a current utility bill showing the name and Brooklyn address of the organization. The organization's 501(c)3 documentation will be accepted in lieu of a bill.

The individual does not need to be a Brooklyn resident, however the organization must be based in Brooklyn. Once the individual completes the workshop, **all programs they create must be for the organization**. In addition, should the Certified Producer apply for a special time slot or series, **the time slot will belong to the organization and NOT the individual producer**. **Any programming from organizations must pertain to that organization's mission or purpose**.

In order to use the BCAT Media Center facility to produce their own show, the individual must pay BCAT Media Center an additional \$98.

Enrollment Confirmation

You will receive a receipt for your payment when you enroll in one of our workshops. This receipt serves as your confirmation for enrollment. Please keep this receipt for your records.

Rescheduling Your Start Date

If your first choice is not available, you will be enrolled in the next available workshop. If you have been scheduled for a workshop but cannot attend, please notify Brooklyn Center for Media Education at least two weeks in advance. You will be transferred to an upcoming workshop, and your fee will be applied to that workshop.

Refunds

If you require a refund, your request must be made in writing to the attention of the Manager of Education at least two weeks before the first class. If you fail to notify Brooklyn Center for Media Education at least two weeks in advance, your fee will not be transferred or refunded.

Completing Workshops & Receiving Producer Certification.

In order to successfully complete a workshop, students must attend each workshop session and be able to demonstrate to the training staff that they understand how to correctly and safely utilize all appropriate equipment and facilities.

After completion of the workshop, if a student feels they are having difficulty with specific equipment or is deemed by the training staff to need additional training, they will have the opportunity to attend free tutoring or practice sessions or retake the workshop at no additional cost on a space-available basis upon approval of the Manger of Education.

When you have successfully completed the workshop, you will be notified to pick up your certificate and your BCAT Media Certified Producer photo I.D. card.

Keeping Your Certification Active

- To keep field/editing certification active, a producer certified in Basic Field Production/Non-Linear Editing must use the equipment or facilities at least two times a year either for their own production and/or as a **volunteer on a Brooklyn Independent**

Television-produced show.

- **To keep studio certification active**, a studio producer must **volunteer on four studio productions** other than their own show per year. (Including BIT programming.)

If you fail to keep your certification active, you will be asked to demonstrate proficiency with the equipment you've requested. If you cannot demonstrate proficiency you will be asked to attend a refresher course.

- If certification lapses for **more than one year but less than two years**, you will need to fulfill your volunteer obligations before you can reserve equipment or studio time.
- If certification lapses for **more than two years but less than three years**, you will need to consult with the Brooklyn Center for Media Education's Manager of Education or their designee. The Manager of Education will determine if that you can operate the equipment on which you were originally trained. Once determination is made, you will need to fulfill your volunteer obligations before you can reserve equipment or studio time.
- **If certification lapses for more than three years, you will need to retake the class at your own expense.**

Additional Courses and Workshops

Brooklyn Center for Media Education offers additional workshops for certified producers (i.e. multimedia, audio, advanced editing and lighting). Announcements for new workshops will be posted at the BCAT Media Center and appear on its website. Fees for these workshops are determined primarily by the workshop's length.

Volunteering at BCAT Media Center

In order to keep your skills current, we recommend volunteering on as many productions as you can (in addition to the minimum number of times required to volunteer to keep your certification active), especially if you are not currently producing a monthly or weekly program. In addition to community-produced shows, certified producers are also eligible to volunteer on Brooklyn Independent Television-produced shows. These shows offer certified producers the opportunity to gain experience while working side-by-side with professional and knowledgeable staff – and the chance to give back to the Brooklyn community-at-large by helping to create programming about Brooklyn. To learn more, contact the Producer Services at x234 or the Manager of Education and Training at x210 or the Education Coordinator at x237.

Using the Facilities

After a workshop is successfully completed, you are considered a BCAT Media Center Certified Producer and are eligible to use the equipment and studio(s) in which you were trained. **In order to use BCAT Media Center's facility, you must first be assigned a time slot.** All graduates interested in using BCAT Media Center to produce a program for BCAT TV Network cablecast must fill out and submit a **BCAT TV Network New Series Application** or a **BCAT TV Network Special Application**, available online or at the BCAT Media Center. *For more information on applying for a time slot, please see page 8.*

Once a time slot is assigned, producers must submit the appropriate BCAT Media Center reservation form – either the **Main/Mini Studio, Edit Suite, or Field Equipment** form – to the Public Equipment Room to reserve studio, editing, or equipment access time in keeping with the allotment system listed in these guidelines (see below). **You can only request to use the equipment or studio(s) in which you have been certificated.**

When applying for a time slot, you may list another Certified Producer as co-producer of

your show. Certified Producers with their own time slot can co-produce only one other show. If a Certified Producer does not have their own show, they can co-produce two shows.

Allotment System

Producers will receive an allotment of BCAT Media Center resources measured in time for each project. This allotment can be used to reserve and use BCAT Media Center equipment or facilities. **Note: BCAT Media Center will close for some holidays. On these dates, Community Producers will be required to return equipment by the next business day.**

For each 28-minute program certified BCAT Media Center Certified Producers are allowed to use the equipment/studio on which they were trained in the following amounts:

- three (3) hours of main-studio time per main studio project plus one (1) 3-hour non-linear editing session (if certified) per 28-minute program OR
- two (2) hours of mini-studio time per mini-studio project plus one (1) 3-hour non-linear editing session (if certified) per 28-minute program OR
- same day field production package time and twelve (12) hours of non-linear editing time for each 28-minute program
- overnight field production package time and twelve (12) hours of non-linear editing time for each 28-minute program

If you have a weekly program, you will be allotted up to 13 sessions within one quarter; a monthly program, up to 3 session; and a one-time special, 1 session. **A program must be produced for each allotment used. An additional allotment will not be assigned until a finished program has been turned in.** Unused allotments cannot be carried over to the next quarter.

All cancellations must be made 5 hours in advance either by phone (718-935-1122 x211) or in person or your unused time will be deducted from your allotted production time.

Lateness, cancellations, or no-shows will result in a charge against the producer's allotment.

Note: based on BCAT Media Center's availability, some exceptions to allotment times may be made at the discretion of the Operations Manager. Formal requests may be made by contact the Operations Manager at x230.

Producers certified in both studio and field/editing productions can use only one allotment of time in one production area. For example: A certified producer with a monthly time slot may use their three time allotments as follows - one remote/editing production and two studio productions. Permission must be requested from the Operations Manager for combined use of equipment and facility.

If a producer does not complete a program by the time their project allotment time is exhausted, they will need permission from the BCAT Media Center Operations Manager to receive an extra time allotment. Such additional allotments are not transferable, and cannot be "banked" for use on other projects.

Reserving and Using The Main Studio And Mini Studio

After the Basic Television Studio workshop is completed and a Playback Request Form is filed and approved, Certified Producers can reserve Main Studio or Mini Studio time with BCAT Media Center's operations personnel in the Public Equipment Room during normal business hours. Reservations **cannot** be placed on the phone or via fax.

Reserving Time in the Main Studio and the Mini Studio

1. All reservations are made on a first-come-first-served basis.
2. Certified producers are allotted one main studio (3 hours) or mini studio (2 hours) session per program. Set up, rehearsal, taping, and cleanup must be completed within this time. Producers finishing in the studio before their time period expires will not be credited for unused time.
3. Producers of a weekly series may reserve up to thirteen (13) studio sessions per quarter; monthly series producers may reserve up to three (3) sessions per quarter; the producer of a special program can make one (1) reservation for a studio session at a time.
4. Back-to-back bookings of either studio are not allowed on Saturdays. 4) For every 3-hour block reservation of the main studio, two 28-minute programs must be created and submitted in a timely fashion to programming.
5. BCAT Media Center does not accept reservations for the studio time more than 30 days in advance.
6. To reserve studio time, producers must submit a **Main Studio Request Form** or **Mini Studio Request Form**, in person, at least 48 hours prior to the desired date. The request form will ask for the producer's name, project number and requested date and times. The form must be signed by the producer and submitted, in person, during normal business hours (Monday through Friday from 8am-7pm; Saturday and Sunday from 10am-4pm).
7. Producers wishing to reserve the Main Studio or Mini Studio for **live** program production must submit a **Live Form** at least two weeks in advance, and confirm their appointment two business days in advance. Live shows can take place between the hours of 11am and 9pm. Forms are available at the Public Equipment Room. Once completed and signed, you must bring the form to the BCAT Media Center in order for a time slot to be assigned.
8. Arrival/pick-up time for all reservations are given a 30-minute grace period. If you arrive after this time your reservation could be cancelled and charged against your allotted time.
9. Studio reservation cancellations must be made no later than five (5) hours in advance of your start time. All cancellations must be communicated to Public Equipment Room during regular operating hours either in person or by phoning 718-935-1122 x211. Continued late cancellations or failure on the part of the producer, crew (for Main Studio sessions), or talent to appear for a scheduled studio session will result in the forfeiting of the studio reservation and may also result in the producer being restricted from using the studio in the future.
10. Last minute reservations will be accommodated on a space-available basis.
11. Reservations are non-transferable.

Using the Main Studio & Mini Studio

BCAT Media Center Certified Producers must adhere to the following guidelines when using the Main Studio and Mini-Studio:

1. All producers must complete their productions in their allotted 3-hour slot for the Main Studio, or 2-hour slot for the Mini Studio. This includes set up, rehearsal, taping, and cleanup.
2. Certified Producers may only use the Main Studio or Mini Studio to produce programming for cablecast on BCAT TV Network.
3. The Main Studio and Mini Studio must be used "as is" unless you have written

authorization from the operation staff permitting you to make changes or adjustments.
No one is permitted to add equipment to the studio or control room equipment chain or do any rewiring for any reason!

4. Only Brooklyn Center for Media Education-trained producers who have successfully completed the Basic Television Studio workshop can be part of the studio crew.
5. All Main Studio productions must have a **minimum of a 4-person crew**. This does not include the producer of the program if the producer is hosting the show.
6. Main Studio producers are expected to provide their own certified studio production crew. **Only BCAT Media Center Certified Producers are allowed to work as crew.**
7. Only crewmembers, talent and studio audiences are permitted in the studio during a session.
8. Up to two additional guests may watch the production from the control room. They cannot handle equipment.
9. **The Certified Producer or Co-Producer must be present at all times during the studio session.**

Proposed new #9: Certified Producers and Co-Producers must make every effort to be present at all times during the studio session.

10. **The Certified Producer is the exclusive party liable for any equipment damaged during the studio session regardless of who was operating the equipment at the time it was damaged.** In addition, this individual is fully responsible for the conduct and behavior of all crewmembers and talent involved in the production.
11. All producers, crew and talent should be on time, and promptly sign in at security when arriving at the Media Center. **The Producer or Co-Producer must be present in order to gain admittance to the studio.**
12. Producers must then present their BCAT Media Center ID card to the operations staff on duty at Public Equipment. No producers will be permitted to use the facilities without presenting their ID Card. **Please carry your BCAT Media Center ID with you at all times when inside the BCAT Media Center.**
13. All crewmembers must also sign in and present their BCAT Media Center ID card to the security guard.
14. Set up may begin only when the Producer or Co-Producer arrives. If either are late for their scheduled start time and have notified BCAT Media Center of their lateness no less than 30 minutes prior to their start time, they may permit a certified member of their crew to begin set up. However, the Producer or Co-Producer are still held liable for any equipment damaged during the studio session regardless of who was operating the equipment at the time it was damaged.
15. Failure by a producer, crewmembers, or talent to appear on time for a scheduled studio session may result in the cancellation of the studio session. Studio reservations will be held 30 minutes past the scheduled check-in time before the session is cancelled.
16. No more than 25 people total (talent, crew and studio audience) are allowed in the Main Studio at a given time.
17. No more than 3 people total (talent and crew) are allowed in the Mini Studio at a given time.
18. The producer is responsible for keeping track of production time. Failing to vacate the studio on time may affect future use of the studio. Repeated refusal to vacate the studio when asked by staff will result in the immediate suspension of the producer's

access privileges.

19. The Program Applicant is responsible for all program content.

20. The closing credits of the program must include “Produced through the facilities of BCAT Media Center, a community media facility of BRIC Arts|Media|Bklyn.”

21. Producers experiencing technical difficulties should report them immediately to the Public Equipment staff member on duty. Producers will be credited for any downtime caused by legitimate equipment malfunction and may re-schedule their session based on studio availability. Producers will not be credited for downtime due to operator error or incorrect uploads. Downtime will be credited from the time the producer reports the problem to the production facilities staff person on duty.

22. There is no eating or smoking allowed in either studio. Exceptions: You are permitted to provide talent with water; food may be used as props during the taping.

23. Under no circumstances are weapons allowed in the BCAT Media Center.

24. You are welcome to bring your own props and sets however they cannot be stored at BCAT Media Center. All items brought into the studio for use during your session must be removed by the end of the session.

25. The Main and Mini-Studios must be “struck” and returned to clean, normal operating condition before the end of the reserved block of time. Main Studio productions must end 30 minutes before the end of the reservation time, Mini Studio, 15 minutes, to allow for complete studio “striking.”

Using the Green Room

Certified Producers may reserve the Green Room to house guests that are scheduled to appear on their show, referred to as “talent.” No more than ten (10) people can be in the Green Room at one time. Please stagger the arrival times of your talent to avoid exceeding the room’s capacity. Please alert Public Equipment in advance if the number of on-air guests on your show will exceed ten.

1. Only on-air guests are permitted into the Green Room.
2. On-air guests must stay in the Green Room until they are summoned into the studio.
3. The Producer is responsible for all children appearing on their show. Children must be supervised by an adult at all times. Failure to do so will count as a minor infraction, which can lead to suspension.
4. The Green Room must be left in the same condition it was found.
5. The BCAT Media Center’s conference room may be reserved for additional space for guests and crew, depending on availability. Please keep in mind the Conference room is frequently used for BRIC Community Media staff purposes. Conference room reservations are subject to change in lieu of staff needs without notification.

Using Field Production & Editing Equipment

After the Basic Field Production/Non-Linear Editing workshop is completed and a Playback Request form is filed and approved, Certified Producers can reserve equipment or editing time at the Public Equipment room during normal business hours.

1. All reservations are made on a first-come, first-served basis.
2. Producers must complete their own program uploads.
3. Producers are allotted one eight (8) hour, same day or overnight field production

equipment reservation and twelve (12) hours of non-linear editing or three (3) hours of cuts-only editing per program.

4. Producers of a weekly series can make thirteen (13) field and edit reservations per quarter; monthly series producers can make up to three (3) reservations per quarter; and a producer of a special program can make one (1) reservation per special. (See allotment information on page.....)
5. Production must be completed within the set reservation times. Producers who finish editing early or turn in production equipment early will not be credited for unused time.
6. To reserve equipment or editing time producers must submit an **Equipment Form** or **Editing Request Form**, in person, at least 48 hours prior to the desired date. The request form will ask for the producer's name, project number, program cablecast date, and requested date and times. These forms must be signed by the producer and submitted, in person, during normal business hours (Monday through Friday from 8am-7pm; Saturday and Sunday from 10am-4pm). Equipment room and editing room operating hours are posted by the Public Equipment Room.
7. In general, only one Certified Producer at a time per program is allowed at an editing station in the edit suite. Special permission must be obtained from either the Operations Manager or the Education Manager in order to allow a second Certified Producer to work at the editing station.
8. Arrival/pick-up times for all reservations are given a 30-minute grace period. If you arrive after this time your reservation could be cancelled and used against your allotted time.
9. **The closing credits of the program must include "Produced through the facilities of BCAT Media Center, a community media facility of BRIC Arts|Media|Bklyn."**
10. Reservations and cancellations must be made at least 5 hours in advance, either in person or by phoning 718-935-1122 x211. All cancellations must be communicated to the Public Equipment Department during regular operating hours.
11. Last minute reservations will be accommodated on a space-available basis.
12. All reservations are non-transferable.

Signing Out Field Production Equipment

1. When signing out equipment the producer must first sign in at the security desk.
2. The Certified Producer must then present their BCAT Media Center ID card to the BCAT Media Center operations staff on duty at Public Equipment. No one will be permitted to use the facilities without presenting their ID Card.
3. **Producers must check out their own equipment.**
4. The Producer must appear on time to check out scheduled equipment. Failure to appear on time may result in the equipment being given to another producer. Equipment will be held 30 minutes past the scheduled checkout time before being given away. Failure to appear on time for a scheduled checkout will count as a regular session whether or not the requested equipment is given away and may also result in the suspension of a producer's access privileges.
5. Producers are required to set up and test each piece of equipment prior to leaving the BCAT Media Center. If a piece of equipment does not work, please notify a staff member in PE. **Producers must sign the equipment checkout form and assume responsibility and full liability for the safe operation and return of all items.** They must also indicate the exact date and time the equipment will be returned on the equipment form. Any defects, missing parts, or damages must be noted on the

checkout form by the producer and brought to the immediate attention of BCAT Media Center's staff.

6. Producer should allow at least 30 minutes for field equipment checkout. Once the producer has tested the equipment, a Public Equipment staff member must sign and approve their Equipment Request Form.
7. Only BCAT Media Center Certified Producers can use BCAT Media Center-owned equipment.

Returning Field Production Equipment

1. When returning equipment producers must first sign in at the security desk.
2. Producers are responsible for the timely return of all equipment listed on the check out form.
3. Producers must return all equipment themselves.
4. **If a producer fails to return all field production equipment by the scheduled end of their reservation, their allocation account will be charged for every hour they are late. Chronic lateness may result in suspension of access privileges.**
5. Producers should allow a minimum of thirty minutes for returning equipment.
6. When returning equipment producers are responsible for demonstrating that all equipment listed on the check out form is being returned in proper working order.
7. Equipment can only be returned Monday-Friday from 8am-7pm and weekends from 10am to 3:30pm. Special arrangements can be made when picking up equipment for late drop-offs (up until 9pm) on weekdays.
8. The following conditions will lead to a suspension of field production use privileges: missing equipment; damaged equipment; lost equipment; equipment returned late; misused equipment; or equipment reserved, signed out, or checked in improperly.
9. **The Certified Producer will be liable for the cost of replacing or repairing any equipment that is lost, stolen or damaged while in their possession.** The Operations Manager will provide an invoice with a breakdown of the cost. **Remuneration is due within sixty (60) days.** Loss of equipment and/or failure to remit will lead to suspension of privileges. Cost of replacing equipment damaged due to negligence will be determined on a case-by-case basis by a member of the BCAT Media Center staff.

Using Editing Rooms

1. Producers with scheduled editing sessions must first sign in at the security desk.
2. Producers must then present their BCAT Media Center ID card to the BCAT Media Center operations staff on duty in the Public Equipment Room. No producers will be permitted to use the facilities without presenting their ID Card.
3. Editing rooms are only to be used for preparing a program for cablecast on BCAT TV Network's access channels.
4. Only BCAT Media Center Certified Producers may operate the equipment in the editing rooms.
5. Failure to appear on time for a scheduled editing session may result in the time being given to another producer. Room reservations will be held for thirty (30) minutes past the scheduled check-in time before being given away. The missed session will count as a regular session whether or not the reservation is given to another producer. It may also result in suspension of a producer's access privileges (see cancellation policy above).

6. Producers are expected to be proficient in the operation of the editing facilities. Technical assistance is limited. Producers experiencing technical difficulties should report them immediately to BCAT Media Center's staff. If downtime is due to equipment error the producer will be credited and may re-schedule the session based upon room availability. Producers will not be credited for downtime due to operator error or incorrect uploads. Downtime will be credited starting from the time the producer reports the problem to the production facilities staff on duty.
7. Producers may not alter any edit room wiring, attempt to connect other equipment to BCAT Media Center editing equipment, make technical adjustments, or re-configure the equipment in the editing suites. External hard drives and other portable equipment may only be used with permission from and under the supervision of Public Equipment.
8. There is absolutely no eating, drinking, or smoking in any of the editing facilities. Consumption of alcoholic beverages and non-prescribed or illegal drugs is prohibited on BCAT Media Center premises. Anyone who appears to be under the influence of alcohol or non-prescribed or illegal drugs can be denied access privileges. Under such circumstances the producer will not be credited for the lost session. Operation of BCAT Media Center equipment under the influence of alcohol or non-prescribed or illegal drugs is grounds for suspension or loss of the producer's access privileges.
9. Editing sessions must end five minutes before the hour. For example, a producer who has booked a session from 10am to 1pm must vacate the room by 12:55pm. It is the responsibility of the producer to keep track of his or her own time. A producer failing to vacate a room on time may have their editing privileges suspended. Repeated refusal to vacate a room when asked by staff will result in the immediate suspension of the producer's editing access privileges.
10. The producer must leave the editing suite clean and ready for the next producer.
11. Producers failing to adhere to any of the terms and conditions listed above run the risk of having their field equipment and editing privileges suspended or permanently revoked.
12. Under no circumstances are weapons allowed in the BCAT Media Center.

How to Promote Your Show

There are several opportunities for sponsors to promote their shows:

- Producers may submit a 15- or 30-second promotional video (promo) to highlight their programs. BCAT TV Network plays promos throughout the day, between programs. Promo application forms are available at the BCAT Media Center or online at www.briconline.org/bcat.
- BRIC Community Media can link to websites created by Playback and Certified Producers who currently have a program on BCAT TV Network from the *Producers Corner* section of the BCAT TV Network website, provided the website directly pertains to their program and is non-commercial in nature. Producer's web sites must follow the same rules and restrictions for program content, commercial programming, political programming, representation of authorizations, and adult, violent, medically graphic programming as outlined in this handbook. In addition, BRIC Community Media has the right to refuse to link to any website. It is the sole responsibility of the Producers to update and maintain the content of their web site. Email your URL to bcat@briconline.org and be sure to indicate the name of your show in the body of your message. The link will be removed from the BCAT TV Network web site when the producer no longer has a program.

- BCAT TV Network produces a quarterly program guide, which is distributed throughout the borough and available by mail, by request.
- In addition, producers are encouraged to write and send their own press releases to local newspapers, radio stations, and web listings, as well as create and distribute flyers and/or postcards.

Brooklyn Bulletin Board

The Brooklyn Bulletin Board is a 24-hour computer generated listing of Brooklyn events, activities, and services. Any individual, organization, institution, corporation, or entity with a non-commercial event or service can submit an announcement to be cablecast on Brooklyn Bulletin Board. The Brooklyn Bulletin Board currently publicizes community activities and services presented by over 800 organizations from throughout the borough, 24 hours a day, on Time Warner Channel 57, Cablevision Channel 70, Verizon 45 and RCN 85. The same information can also be viewed online at <http://briconline.org/events/events.asp>. Listings are presented in the categories of arts & culture, education, health, government, neighborhood, and around Brooklyn. Brooklyn Bulletin Board is a free service.

General Community Calendar Rules & Procedures

- If you would like your event listed on Brooklyn Bulletin Board you must submit an announcement online or via fax using **Brooklyn Bulletin Board Listing Form** at least **three weeks prior to the date of your event**.
- If you are registered as not-for-profit with the Internal Revenue Service we must have a copy of your 501(c)3 tax certificate on file in our office.
- Non-Profit Organizations may submit their information online at <http://briconline.org/events/events.asp>.
- Individuals wishing to submit events may request printed forms by calling (718) 935-1122 ext. 202.
- If you choose not to submit your announcement online, completed paper forms can either be mailed in or faxed to (718) 935-9470.
- Due to volume and filing reasons, media advisories and press releases cannot be accepted.
- Announcements can run for no longer than three months. Please note the date your event was submitted and mark your calendar for 90 days from that date. This is when your announcement will need to be resubmitted.
- Announcements for ongoing activities must be resubmitted by the event's sponsor every three months. We are not responsible for alerting users when their event run dates are about to expired.
- New announcements will take priority over the repetition of old announcements; building regular viewership will be a high priority.
- Once your online registration and/or event submittal has been approved, you will receive an auto confirmation email to the account registered.--
- While BCAT TV Network will attempt to honor requests for postings on Brooklyn Bulletin Board. The final determination is at the discretion of BCAT TV Network.
- Brooklyn Bulletin Board will accept announcements in foreign languages. However current, technical restrictions may limit which languages can be cablecast. All foreign

language announcements must be submitted in the foreign language and in English for Brooklyn Bulletin Board files.

DISCIPLINARY ACTIONS

Purpose of Disciplinary Actions

To guarantee that BCAT Media Center equipment and facilities remain in good working order and are used in a way that fulfills BCAT Media Center's mandate, BCAT Media Center reserves the right to initiate disciplinary actions against parties violating its rules and procedures. This includes, if necessary, taking legal action against such individuals or organizations. Immediate suspension of privileges may be imposed for major offenses.

Being Asked to Leave the Premises

BCAT Media Center staff and/or security may request that an individual or individuals leave BCAT Media Center's premises immediately and shall take additional disciplinary or legal action for the following:

- If an individual appears to be under the influence of alcohol or drugs, or consumes, sells, or dispenses drugs on BCAT Media Center premises.
- If an individual or individuals interferes with the orderly conduct of BCAT Media Center or BCAT TV Network's activities, facilities, or programs.

Minor Infractions

Disciplinary action can be taken for minor infractions, including, but not limited to, the following violations:

- Violation of any of the policies in this handbook
- Failure to return equipment on time, and in proper working order
- Returning equipment that has been improperly packed or is dirty
- Failure to properly strike or clean a production studio, green room or facility after using it
- Leaving children unattended
- Smoking, drinking, or eating in any restricted areas of BCAT Media Center

Disciplinary Actions for Minor Infractions

BCAT Media Center's management staff may impose the following disciplinary actions in cases involving minor infractions:

- First infractions result in a verbal warning with a notation made in the individual's file.
- A second infraction results in a written warning by BCAT Media Center management staff.
- A third infraction results in suspension of all BCAT Media Center privileges for 30 days.

Chronic Problems

If there are two previous suspensions for major offenses, the third minor offense may result in a suspension longer than 90 days.

Notification of Minor Infraction Disciplinary Action

BCAT Media Center will notify the individual who has been cited for a third minor infraction in writing within 10 days stating the disciplinary action to be taken. Such notification shall also indicate the conditions for reinstatement of the user's privileges.

Major Infractions

BRIC Arts|Media|Bklyn may impose appropriate disciplinary action in addition to seeking legal action for major infractions of the published guidelines, rules, and procedures including, but not limited to the following:

- Misuse or abuse of BCAT Media Center equipment or facilities
- Theft or vandalism of property belonging to BCAT Media or BCAT Media Center and TV Network staff members, volunteers, visitors, community producers and their guests
- Knowingly providing false information on any BCAT Media Center or TV Network document or to BCAT Media Center staff
- Falsely identifying yourself as a BCAT TV Network or BCAT Media Center employee
- Unauthorized use of BCAT Media Center office equipment
- Chronic loss of equipment
- Failure to return equipment through intent, negligence, or loss
- Failure to reimburse BCAT Media Center for lost equipment
- The use of BCAT Media Center facilities for commercial/profit-making purposes or personal purposes, including charging guests to appear on a program or charging others to use an assigned time slot under the pretense of having purchased time on BCAT TV Network
- Removal of equipment or other materials from a BCAT Media Center facility without proper sign-out and supervision by a BCAT Media Center staff member
- The use of BCAT Media Center equipment by non-certified or suspended users during your reservation
- Chronic and willful disregard of BCAT Media Center and TV Network guidelines, rules, and procedures
- Verbal, physical or electronic abuse and/or harassment of BCAT Media Center or TV Network staff, interns, board, volunteers, or visitors
- Operating equipment under the influence of alcohol or illegal drugs
- Bringing weapons or narcotics on the premises

Disciplinary Actions for Major Infractions

BRIC Community Media's management staff may suspend an individual's ability to use equipment, facilities and other resources as a result of a major infraction.

- The first infraction will result in a suspension of 90 days.
- A second infraction within five years will result in a suspension of six months.
- Three infractions will result in a one-year suspension.
- Permanent suspension of all BCAT Media Center resources may result from a fourth major infraction.
- In cases where an individual's conduct has endangered BCAT Media Center's facilities, staff, other individuals, or the property of others, the revocation of services may be permanent regardless of the number of previous infractions. A condition for reinstatement of user privileges in cases of lost or damaged equipment and/or facilities will include making restitution for such loss or damages.

Notification of Major Infraction Disciplinary Action

BRIC Community Media will notify the individual who has been cited for a major infraction in

writing within 10 days and state the disciplinary action to be taken. Such notification shall also indicate any conditions for the reinstatement of the user's privileges.

Appeal

Appeals should be in writing and submitted as an appeal to the BCAT TV Network Executive Producer, who will respond to the appeal within 14 days. If an appeal cannot be settled by the Executive Producer, it will be brought before a committee consisting of four BCAT Media Center staff members and four Certified Producers within 30 days of initial appeal. **The final ruling will be made by the Executive Producer with input from the committee.** Any cablecasting or facility access restrictions will remain in effect pending the outcome of an appeal.