



New Series Providers/Producers Checklist

- I **Membership.** You must be a county resident and a current member of Access Sacramento. Your membership must remain current through the length of the series contract (normally four months).
- II **Statement of Compliance.** You must have read the Access Sacramento “Operating Rules And Procedures”, and signed a “Statement of Compliance” which acknowledges your agreement with the rules and procedures, which can found at www.accesssacramento.org.
- III **Four Episodes –** of a proposed series must be played on an Access Sacramento channel. PLEASE SUBMIT THEM ON FOUR DVDs. It usually takes 2-3 business days for the Programming Director to determine a consistent timeslot. ***When they are submitted, you must state your intention to seek a series commitment. A one hour program should not exceed 58:30 minutes; A half-hour program should not exceed 28:30 minutes.***
- IV **Series Application.** After four episodes have been played satisfactorily, the Programming Director will submit an application for a series contract to the Programming Committee of the Board of Directors of Access Sacramento, on your behalf, at their next monthly meeting.

It is at this point that the series fee will be due.

- V **Basic Series Program Content.** All programs submitted for playback on a series contract must be new episodes, never played before on Access Sacramento. **The programs are due into the office two business days prior to broadcast.** A series may be approved for slightly variable lengths, but should be consistent over the series contract period.
- VI **Playback Request Forms.** All programs submitted for playback must be accompanied by a completed and signed Playback Request Form. This completed form is vital, as it contains information on every program. The person whose name appears on the contract must sign the form each time. No photocopy or fax signatures will be accepted. The Playback Request Form is acknowledgement of responsibility for each program and the contents therein.
Do not submit shows unless they are ready for cablecast! Shows pulled back by the provider for changes will be removed from the schedule and are subject to the advance two business day deadline when resubmitted.
- VII **Program Submission.** It is acceptable to have someone else, other than the producer/provider bring in the programs. However, the Playback Request Form that is submitted with each piece of media (mini-DV or DVD), must be signed by the producer/provider whose name appears on the series contract. The producer/provider can authorize anyone to retrieve the program(s) after playback.
- VIII **Titles.** The series title should always be filled in on the first line of the Playback Request Form to identify the series. Episodes should be clearly and uniquely identified in some way on the second line to allow for identification of each program in a series.
- IX **Content Storage.** Up to two months of programming can be dropped off at the Programming Department, awaiting playback at a later date. Producer/providers are expected to retrieve their program(s) after playback.