



## **NAPERVILLE COMMUNITY TELEVISION** **GUIDELINES FOR COMMUNITY SUBMISSIONS OF PROGRAMMING**

### **OVERVIEW**

Naperville Community Television, Channel 17 (NCTV17) is Naperville's Public and Educational Access Channel founded as a 501(c)(3) organization in 1987. It has since evolved into a premier, award-winning community television station.

NCTV17's vision is an informed, connected and engaged community.

NCTV17 is part of the cable television systems of Xfinity, WOW!, and AT&T U-Verse, with a viewing area consisting of the City of Naperville. NCTV17's programming can also be viewed worldwide via simultaneous stream delivered via our website, NCTV17.com.

NCTV17's objective is to provide high-quality and relevant programming to the community, which is focused on the people, places, and perspectives of Naperville. In short, NCTV17 programming is produced *in, for, and about* Naperville. All programming produced needs to be a vehicle that connects Naperville residents to their community. All programs must be consistent with the Mission as approved by the NCTV17 Board of Directors, and acceptable to the Local Franchising Authority (City of Naperville.)

NCTV17 broadcasts 24/7, with a majority of its programming created by professional staff with the assistance of interns, community crew, community submissions, and nationally distributed programming that is in line with the station's Mission and available to all community television stations. NCTV17 provides an opportunity to give residents a voice, but the final decision of what airs and when resides with the management of NCTV17.

### **GUIDELINES FOR COMMUNITY SUBMISSIONS**

This is an opportunity for residents in the Naperville community to share their programming voice with the rest of the community.

1. A resident within the city limits of Naperville may submit programming for consideration, provided he or she is the person who produced it.
  - a) No Naperville PO box address permitted.
  - b) No Naperville business address permitted.
  - c) Submissions from media departments within D203 and D204 schools are exempt from the residency requirement.
  - d) Students currently enrolled at North Central College are exempt from the residency requirement.

2. Programs must meet the following NCTV17 broadcast requirements:
  - a) Relevant to a large portion of the population of Naperville.
  - b) Meets technical standards.
  - c) Meets FCC (See Regulations Governing Community Submissions, b. Program Content) and community standards (i.e. Family programming)
  - d) Timely delivery of the program (e.g. program must be about a current topic, issue, and accompanied by the Program Scheduling Request form provided on page five (5) of this document.)

NCTV17 will review all community submissions within ten (10) days to ensure they comply with the requirements and make the final decision of what airs and when it airs.

## **REGULATIONS GOVERNING COMMUNITY SUBMISSIONS**

- a) Producer
 

The Producer is the person who is responsible for the content of a program, which has been submitted to NCTV17 for cablecast. The Producer must be a resident who submits programs (they produced and hold the copyright) of general community interest directly to NCTV17.
- b) Program Content
 

NCTV17 is a community-based organization charged with administering Channel 17. NCTV17 does not, and cannot, assume responsibility for any program content appearing on the channels it administers. The Producer of the program has the sole responsibility for the program.

### Copyright

The Producer assumes full responsibility for program content delivered to NCTV17 for cablecast that contains copyrighted material.

### Talent / Production Fees

The Producer assumes sole responsibility for all fees, both talent and otherwise, that accrue during production.

### Ratings

The programming must reflect community standards (G or PG-rated) and follow the FCC standards for cable broadcast, and therefore may not contain the following content:

- a) Advertising designed to promote the sale of commercial products or services (including advertising by, or on behalf of, candidates for public office).
- b) Blatant or deliberate product or service endorsements made available by persons, corporations, or institutions, which have a commercial interest in the subject of the program.
- c) Gambling.

d) Misrepresentation intended to defraud the viewer or designed to obtain money by false or fraudulent pretenses.

i. Libel, slander, defamation, and/or invasion of privacy.

e) Obscenity, violence, and/or sexual content.

f) Solicitation of funds or other property of value from viewers.

c) Program Ownership

All programming remains the property of the Producer, who shall retain the full responsibility for, creative rights to, and ownership of program content. The copy provided to NCTV17 for broadcast will become the property of NCTV17.

d) Preview

All programs submitted to NCTV17 will be reviewed by the staff prior to airing. All programs must meet the standards set forth in these Rules and Regulations and must be accompanied by a completed **Program Scheduling Request Form** (page five (5) of this document).

e) Programs Accepted By NCTV17

NCTV17 cablecasts local programs submitted by Naperville residents, D203 or D204 school media departments, or North Central College students. Any local program that meets NCTV17 standards may be cablecast on NCTV17.

f) Scheduling of Programs

NCTV17 has the right to schedule programs to air on any day and at any time. Series that are regularly produced will be given consideration by NCTV17 staff to receive permanent time slots. NCTV17 has the right to pre-empt any scheduled program.

g) Program Submission Procedure

All local programs must be submitted with a completed **Program Scheduling Request Form** (page five (5) of this document).

h) Technical Standards

a) Video Quality

NCTV17 accepts only high-definition video. All programs must play properly without technical glitches or poor quality (grainy, low saturation, out of focus) video.

b) Audio quality

Audio levels must be consistent throughout the program. Programs with poor audio will be rejected.

c) Program lengths

Programs are not to exceed:

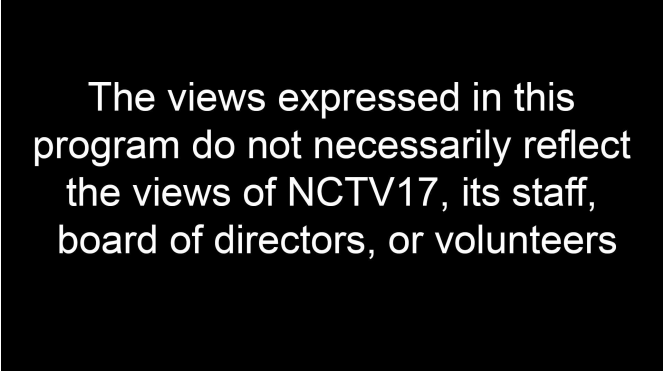
- 28:30 for half-hour programs
- 58:30 for 1-hour programs
- 1:28:30 for 90-minute programs

d) Credits

While you may not include commercial advertising within your community submission television program, you may acknowledge financial support and/or in-kind contributions in the end credits.

e) Disclaimer

Each program must include a disclaimer on screen for 10 seconds preceding the program. The disclaimer should read: “The views expressed in this program do not necessarily reflect the views of NCTV17, its staff, board of directors, or volunteers” using Arial 115 point font (white) on black background with a 1920x1080 aspect resolution – as shown below.



The views expressed in this  
program do not necessarily reflect  
the views of NCTV17, its staff,  
board of directors, or volunteers

### **Program Scheduling Request**

Submit to: [communitysubmissions@nctv17.com](mailto:communitysubmissions@nctv17.com)

**I request that the following program be cablecast on NCTV17:**

Title of Program: \_\_\_\_\_

Total Running Time \_\_\_\_:\_\_\_\_:\_\_\_\_

Producers Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Tel: (     ) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/ZIP: \_\_\_\_\_

Description: (Include elements such as topic, hosts, guests, location, etc.) This description may be used for marketing purposes.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Final Airing, IF dated material: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### **Airing Technical Requirements**

Programming must be submitted to NCTV17 as an HD digital file. Either a 1080 60i .mov or .mp4 files.

- 5 seconds of black off the top and bottom of the program
- Disclaimer for 10 seconds preceding the start of show: *The views expressed in this program do not necessarily reflect the views of NCTV17, its staff, board of directors, or volunteers.*  
This disclaimer must be in white type (Arial 115 pt. font) on a black background.

I am responsible for the material contained in this program and certify that it meets the FCC standards for either G or PG-rated programming. I fully understand that NCTV17 is under no obligation to air this program and may preempt scheduled programming at any time.

**Producer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Staff Use</b>	
Date Received: _____	Approved By: _____
Date Approved for Cablecast: _____	Database #: _____
TRT: ____:____:____	Preroll: ____:____:____