

Production

Cambridge Community Television CONTRACT APPLICATION

COMPLETE THIS FORM ENTIRELY OR YOUR CONTRACT WILL NOT BE APPROVED

Full Name: _____ Address: _____ _____ _____ Phone: _____ Email: _____ Production Type: Check one, see back side <input type="checkbox"/> Certification [3 minute tape ONLY] <input type="checkbox"/> Single Production <input type="checkbox"/> Series Production	Program Title: _____ Length (minutes): _____ Description: _____ _____ _____ _____ _____ _____ Program Owner: _____
--	--

Production Plan:
Please describe your production by providing the following information. Equipment reservations cannot be made until your contract has been approved (minimum 3 days).

Estimated shooting dates: _____ / _____ / _____
Estimated editing dates: _____ / _____ / _____
Estimated completion dates: _____ / _____ / _____

Equipment required: Check all equipment you intend to use. You must be certified for each type.

<input type="checkbox"/> Portable Camera	Type? _____	Are you certified to use this camera?	NO / YES / PENDING
<input type="checkbox"/> Microphone/Mixer	Type? _____	Are you certified to use audio equip?	NO / YES / PENDING
<input type="checkbox"/> Lighting Equip	Type? _____	Are you certified to use lighting equip?	NO / YES / PENDING
<input type="checkbox"/> Studio		Are you certified to use our studio?	NO / YES / PENDING
<input type="checkbox"/> Edit Suite	Type? _____	Are you certified to use our Edit Suites?	NO / YES / PENDING
<input type="checkbox"/> Hard Drive Space	Video is 6 GB per 1/2 hr. (Please refer to back for HD info.)		

Shooting locations: _____

Names of potential crew (CCTV Members) working on production: _____

Are you producing this program for reasons other than cablecast/webcast at CCTV? NO / YES
If yes, please explain: _____

Are you receiving any form of payment to produce this program? (Cash, barter, etc) NO / YES
If yes, please explain: _____

Do you plan to use music from the Bandwidth library? NO / YES
If so, you are required to give FULL CREDIT to the producer. Full credit means listing the work's title, author(s) and performer(s) in a credits section of the audio/video production

All programs produced with CCTV camera, editing, or other equipment, are **REQUIRED** to be cablecast and may also be webcast by CCTV. Finished productions are required to be submitted on VHS or SVHS formats to the Programming Coordinator and may be copied and stored in the CCTV archives for use in CCTV promotional materials. Free equipment use is allowed only for Access Members in good standing who have completed the appropriate classes. Anyone receiving payment for producing programming, or producing with no intent to cable or webcast, must pay a commercial rental rate to use CCTV equipment.

I have read both sides of this form entirely, understand it, and agree to the policies of CCTV. I agree to hold harmless Comcast, the City of Cambridge, Cambridge Community Television, its directors and employees (and their successors) from any liability, loss, claim, cost or damage of any nature whatsoever which may arise by reason of any claim that any material produced, cablecast, or disseminated by me infringes or violates any rights of any person or organization.

Signature: _____	Date: _____
Signature of Parent or Guardian (if above is under 18): _____	

How to Produce Programs at CCTV:

Cambridge Community Television provides free training and access to state-of-the-art telecommunications technology to members of the Cambridge community so that they may all actively participate in producing media. Members of CCTV may take classes and workshops to gain skills in media production and then may use our equipment and facilities to produce media and content that is important to them. In order to produce programming at CCTV, members must follow these mandatory steps:

1. Attend a free Orientation at CCTV which are scheduled once per month and are required for membership. After the Orientation, you can then become an Access or Organizational Member. Affiliate Members are not allowed to use CCTV equipment for free.
2. Register for production classes. Each type of equipment has a specific class that you are required to complete before you are allowed to use it. We offer digital camera, studio, and edit classes regularly in the evenings.
3. Complete a Production Contract form. This is an agreement with us that means you will be allowed to use our equipment as long as your finished program is submitted to be cablecast and/or webcast on CCTV's Channels. You will determine the dates and deadlines of your program. If there is a significant use for your program beyond CCTV's channels, you may be charged for equipment use.
4. Approximately four business days after you submit the completed Production Contract form, you will receive an email confirmation with a Production Contract Number. You can then reserve production equipment and facilities by phone; you should plan about two weeks in advance for reserving equipment. Reservations cannot be made unless the Contract Number is provided.
5. Shoot, edit, and submit your program on VHS or SVHS tape to be seen on CCTV's channels. Please refer to the Cablecast Request Form for format and content requirements. Once the tape is submitted, you may open a new Production Contract for another program.

Production Contract Types(see front of form for equipment use):

- **Certification Contract (C).** This is a requirement for all first time producers which is intended to limit the size of your production to just three minutes. This will prevent future disasters by providing a miniature production experience to help you better anticipate the work required to make a full length program. Once the 3 minute tape is submitted, you may then proceed with a larger program. You are allowed 2 portable camera uses, 1 studio use, and 10 edit hours.
- **Single Contract (P).** This is a contract for a one time only program, 4 portable camera uses, 3 studio use, and 40 edit hours.
- **Series Contract (S).** This contract type is designed for members interested in producing on a monthly basis. New programming must be submitted regularly or the contract may be cancelled. You are allowed the same free uses as a Single per month.

Restrictions:

Only Access Members are allowed to open contracts and use CCTV equipment for free. You will be allowed free use for a limited period of time, as long as certain expectations are met. You must submit the finished program (on VHS or SVHS tape) to be cablecast on CCTV's Channels, you cannot receive any form of payment, funding, or barter to produce this program, and the sole ownership of the program must be held by you. If any of these expectations are not met or if the program is never completed, CCTV will bill you for your equipment use to date. New Production Contracts will not be approved until this current Contract is completed.

Digital Editing and Portable Hard Drives:

If you intend to edit this program in one of CCTV's digital editing suites, you will need to reserve a portable Firewire (aka IEEE1394 or Sony iLink) hard drive to store your digital media. These drives are reserved on a first come, first served basis and are assigned to you for three weeks only. These drives may accumulate wear and damage through heavy use; CCTV is not responsible for lost or damaged data on loaned drives or edit suite computers. Contact the Production Coordinator for more information. Also, purchasing your own firewire drive will avoid our hard drive policies or deadlines. Contact us for specifications of new equipment.



675 Massachusetts Ave
Cambridge, MA 02139
ph 617.661.6900
fx 617.661.6927
Info@cctvcambridge.org
www.cctvcambridge.org
CHANNELS 9-10-22

OFFICE USE ONLY	DATE: ____/____/____	CONTRACT #:	_____
MEMBERSHIP CURRENT:	Y	N	
APPROVED:	_____	PRODUCTION CONTRACT v11.30.05	