

Production Contract

cctvcambridge.org/forms



Cambridge
Community
Television

Equipment/facility use is free only for a current CCTV Access Member with the required certifications.

The member must submit the produced program (on Video DVD, Data DVD, or in a Digital MPEG-2/H.264 file) and a Cablecast Agreement to the Programming Coordinator. The program will be cablecast on CCTV's channels and webcast (simultaneously streamed) on CCTV's website. CCTV has the right to archive the program on its website at its discretion and to use the program for CCTV promotional materials.

Equipment/facility use may be charged at a commercial rental rate if the program has significant use beyond cablecast and webcast by CCTV, if the member receives any form of payment (cash, barter, etc.) to produce the program, or if the member does not have sole ownership of the program.

► **Producer** _____

Address, City, State, ZIP _____

Phone _____ **E-mail** _____

► **Are you producing this program for any reasons other than cablecast and webcast by CCTV?**

Yes: Explain _____ No

Are you receiving any form of payment to produce this program?

Yes: Explain _____ No

Program Owner _____

► **Production Type:**

Specify one. See reverse for descriptions.

Certification:

3-minute Single

Class Certification

Single Series

Program Title _____

Description _____

Estimated Length _____ **minutes**

For Series: Episodes must have uniform lengths, or they may be cut short.

► **Production Plan:** Equipment/facility reservations will not be made until this contract has been approved (minimum of three business days). This contract is not a reservation. **For Series:** Provide production plan information for first episode or first complete production cycle.

► **Estimated Shooting Dates**

from _____

through _____

Estimated Editing Dates

from _____

through _____

Estimated Completion Date

on _____

► **Equipment/Facilities:** Specify needed equipment/facilities. Certification may be required for some items.

A list of all equipment/facilities (including some not listed here) and their specifications is at cctvcambridge.org/node/89400.

Portable Camera

Microphone/Mixer

Edit

Hard Drive: Drives hold 80 GB minimum, enough for six hours of SD footage, or two hours of HD. See reverse for details.

Portable Light Kit

Large Studio

Suite

Other _____

► **Shooting Locations** _____

Names of Potential Crew (CCTV members) _____

► **Are you planning to use music from the Bandwidth library in this program?**

Yes: You are required to give **Full Credit**. This means listing the work's title, author(s), and performer(s) in a credits section of this program. No

► **By signing and dating this section**, I state that I have read this form, understand it, and agree to the Policies of Cambridge Community Television (CCTV). I agree to hold harmless the cable provider, the City of Cambridge, CCTV, and CCTV's 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 individual or organization.

Signature _____ **Date** _____

Is Producer over 18? Yes No: Provide Parent/Guardian's Signature _____

How to Produce Programs at CCTV

Cambridge Community Television (CCTV) provides free training and access to state-of-the-art telecommunications technology to people 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 CCTV's equipment/facilities to produce media and content that is important to them.

In order to produce programs at CCTV, producers 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 Member. Affiliate Members are not allowed to use CCTV's equipment/facilities for free.
2. Register for production classes. Some types of equipment/facilities have a specific class that you are required to complete before you are allowed to use them. CCTV offers digital camera, studio, and edit classes regularly in the evenings.
3. Complete a Production Contract. This is an agreement with CCTV that means you will be allowed to use CCTV's equipment/facilities, as long as your finished program is submitted to be cablecast on CCTV's channels and webcast on CCTV's website. You will determine the production dates of your program. If there is a significant use for your program beyond cablecast and webcast by CCTV, you may be charged for your equipment/facility use.
4. Approximately four business days after you submit the completed Production Contract, you will receive an e-mail confirmation with a Production Contract Number. You can then reserve production equipment/facilities; you should plan about two weeks in advance for reservations. You must provide the Production Contract Number to make reservations.
5. Shoot, edit, and submit your program on Video DVD, Data DVD, or in a Digital MPEG-2/H.264 file to be cablecast on CCTV's channels and webcast on CCTV's website. Refer to the Cablecast Agreement for format requirements and content restrictions. Once the program is submitted, you may open a new Production Contract for another program.

Production Types

- **Certification (C):** This is a requirement for all first-time producers, which is intended to limit the length of your production to just 3 minutes. This provides a short production experience to help you better anticipate the work required to make a full-length program. Once the 3-minute program is submitted, you may then produce a longer program. You are allowed two portable camera uses, one large studio use, and 10 edit suite hours.
- **Class Certification (CC):** First-time producers may complete the certification requirement by taking a class that produces a program. The program must be completed by the end of the class. You are allowed two portable camera uses, one large studio use, and 10 edit suite hours.
- **Single (P):** This is a contract for a standalone program: four portable camera uses, three large studio uses, and 40 edit suite hours.
- **Series (S):** This is a contract for members interested in producing episodes of a program on a monthly basis. New episodes must be submitted regularly, or the contract may be cancelled. You are allowed the same equipment/facility uses as a Single production per month. This contract will be automatically renewed for each new episode.

Restrictions

Only CCTV Access Members are allowed to use CCTV's equipment/facilities for free. You will be allowed free use for a limited period of time, as long as certain conditions are met: You must submit the finished program (on Video DVD, Data DVD, or in a Digital MPEG-2/H.264 file) to be cablecast on CCTV's channels and webcast on CCTV's website, you cannot receive any form of payment (cash, barter, etc.) to produce the program, and the sole ownership of the program must be held by you. If any of these conditions are not met or if the program is never completed, CCTV may charge you for your equipment/facility 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 edit suites, you may need to reserve a portable Firewire drive to store your digital footage. CCTV can loan you a hard drive for a short time. 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. You may also use your own Firewire drive to store your footage, instead of using a drive from CCTV.

OFFICE USE ONLY	Date _____
Contract # _____	Membership Current? <input type="radio"/> Yes <input type="radio"/> No
Approved _____	v 2017.09.28

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