



PRODUCER GUIDELINES

Rev.3-5-09

Thank you for using Hartford Public Access Television to produce and air shows that are of interest to the residents of Hartford. We at HPATV are committed to providing you with the environment and service you need to produce a quality show. The station is used by a large number of individuals and groups. Therefore, in order to provide a consistently positive experience, we need your cooperation in following the guidelines listed below. Thank you for your cooperation!

Guidelines

- The station is open to all individuals regardless of race, gender, age, language, physical disability, religion, sexual preference, and political persuasion.
- Children younger than 18 must be accompanied by an adult.
- The station is open from 10 AM to 10 PM, Monday through Friday, for your use in producing, taping, and editing. However, for pick-up and drop off of equipment for field use and to upload shows, please arrive at the station no later than **9:00 PM**.
- Please sign in at the reception desk each time you arrive at the station. We must keep track of the number of individuals visiting the station for reporting purposes and in case of emergency.
- Please call at least 24 hours in advance to reserve equipment for field use and to schedule editing time. Time and equipment are assigned on a first-come first-served basis. In the event you must cancel or reschedule, please let us know as soon as possible, so other users may be accommodated.
- It is your responsibility to keep cameras and other equipment safe and secure. Please do not leave equipment in the trunk of your car on hot or cold days. Extreme temperatures can damage the equipment.
- When your studio or field production has been completed, please let us know, both verbally and in writing on the reservation form, if you experienced a malfunction or breakage of equipment, so that we can make the necessary repairs.
- Please do not bring any food or drink (other than water) into the studios or control rooms. Please wash your hands before using equipment.
- When producing a live show in the studio, please make sure that your engineer arrives at least 30 minutes before show time and that sound checks are done immediately. In this way, any microphone or other problems can be fixed before the show goes on the air.
- Upon completion of a show produced in the studio, please remove any furniture or props that you brought into the studio as well as any trash. Leave all microphones, with the batteries in them, for staff to put away.
- It is your responsibility to obtain signed "Agreement for Television Appearance" forms from individuals who appear on your shows and to maintain the signed forms in your file. It is not necessary to provide HPATV with copies.
- A producer who commits to a weekly show must provide a new show for each week of the 3-month season. HPATV reserves the right to re-assign the weekly time slot if a producer fails twice to provide a new show.
- For three weeks prior to an election until 8 PM on Election Day, producers may not identify or promote guests or hosts as candidates for public office.
- Although freedom of speech is extremely important to HPATV, the station reserves the right to refuse to air material which raises serious risks of legal liability, such as libel, slander, invasion of privacy, copyright infringement, pornography, obscenity, etc.
- It is very important to bring in/upload your shows according to the following schedule. Due to the large number of shows being produced, we cannot guarantee that your show will air as scheduled if it is not delivered in a timely fashion.

If your shows airs on this day

Sunday, Monday
Tuesday
Wednesday
Thursday
Friday, Saturday

We need it by **3:00 PM** on this day

Thursday
Friday
Monday
Tuesday
Wednesday