

Provincetown Community Television

Production Contract Guidelines



How to Produce Programs at PTV:

Provincetown Community Television provides free training and access to state-of-the-art telecommunications technology to members of the Provincetown community so that they may all actively participate in producing media. Members of PTV 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 PTV, members must follow these mandatory steps:

1. Attend a free Orientation at PTV 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 PTV 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 on a monthly basis. Additional classes will be scheduled on an as-needed basis.
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 PTV's Channels. You will determine the dates and deadlines of your program. If there is a significant use for your program beyond PTV'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 one week in advance for reserving equipment. Reservations cannot be made unless the Contract Number is provided.
5. Shoot, edit, and submit your program on DVD, MPEG 2, or MOV format to be seen on PTV's channels. Please refer to the Cablecast Request Form for format and content requirements. Once the program is submitted, you may open a new Production Contract for another program.

PTV Field Production Policy

PTV encourages all community members to produce content for our PEG channel 17. In order to help existing producers and potential producers achieve their production goals, PTV offers several options:

Field Production Options:

1. Do it Yourself: PTV offers basic training on camera operation in order for active producers to record their shows. Classes are conducted on an as needed basis; completion of the basic camera class certifies your ability to use a camera in the field.
2. Hire a PTV Certified Camera Operator: PTV can provide you with a list of trained camera operators to hire. The rate is \$15 per hour with a one hour minimum. Operators are eligible to use PTV equipment as long as the shows will be aired on PTV 17.
3. Seek Underwriting Support: PTV staff can work with producers to develop a budget for their show and develop a fundraising strategy to provide financial support for production costs.
4. Utilize the PTV Production Fund: A special fund underwritten by local businesses has been established to provide PTV producers with financial assistance for taping and editing projects that meet the criteria for this special fund; projects focused on local non-profits and Provincetown history are eligible for support. Producers must submit a request for funding to PTV and the Programming Committee will review all requests. You will be notified within 15 business days of the PC decision.

Funding maximum is \$30 per half hour show (\$15 for taping and \$15 for editing) and \$60 per full hour show (\$30 for taping and \$30 for editing); producers requesting camera operators and editors must submit their requests to the Executive Director who will contact and schedule the camera operators.

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 DVD 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 use PTV 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 (DVD, MPEG 2 or MOV) to be cablecast on PTV'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, PTV 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 PTV's digital editing suites, you will need to reserve a portable Firewire drive or USB to store your digital media. We 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; PTV is not responsible for lost or damaged data on loaned drives or edit suite computers. Purchasing your own firewire drive will avoid our hard drive policies or deadlines.