



Community Access Programming

Name (please print): _____

Group or organization (if applicable): _____

Contact numbers: cell: _____ home: _____ office: _____

e-mail: _____

Program time/date(s): _____

Program location(s): _____

Brief description of event, story or program idea:

As a Community Producer we require you or someone from your organization to have direct participation in the production process:

Please select one: On-camera Producer Writer Director

TVCogeco provides training in all aspects of Television production.

I have read the rules and regulations at tvkogeco.com and/or have been provided a copy of such. These include but are not limited to About The Program Request Form, Community Channel Operating Policies, Copyright Warning, Release & Assignment Rights, About Your Request, etc. I have also signed off on any of the forms mentioned and attached them to this request where applicable.

Signature: _____

To be Completed by TVCOGECO Staff

Production (check): Story/Segment Event Show / series

Length: _____

Original air date and time:

Repeat air dates and times:

CRTC Program Class (check): A B C D E

Completed by: _____



PROGRAM REQUEST GUIDELINES

THANK YOU for considering coverage by TVCOGECO of your event/program. We would be pleased to consider your proposal, subject to our scheduling requirements and if the event or series of programs complies with our program policies listed below:

1. The event/series is taking place in our licensed area. The program content is of a local nature and is relevant to our licensed area.
2. Your organization is based within our licensed area.
3. The event/program(s) is suited to television coverage and is of appropriate length to warrant the use of our production equipment and facilities.
4. You have given us sufficient notice.
5. You will publicize the fact that the event/your program(s) is being televised by TVCOGECO and when it may be seen on (system channel location) (i.e. Newsletters, Bulletin Boards, Event Programs, etc.)
6. A person from your organization will be assigned as a community producer for us to work with to ensure our coverage proceeds as smoothly as possible.
7. You complete a "Request Form" and "Release and Assignment Form" as well as the "Copyright Clearance Release" and return them to us with ample time before the first proposed taping date according to the type and scale of the production.

If you feel your event meets the above requirements, please return the completed forms to:

TVCOGECO

We will consider your proposal and contact you within one week of receipt of completed forms. No commitment is made to proceed with any series until a pilot program has been produced and approved. Further, we do not make any commitment to continue any series beyond the end of the season, or to automatically renew any series the following year. All programming on TVCOGECO must comply with current policies and regulations of the Broadcast Act, the C.R.T.C., and COGECO.



Community Channel Operating Policies

Welcome to community television – a unique and exciting way of communicating with your fellow citizens. COGECO provides a dedicated Community Channel, production facilities, staff and training for the production of non-commercial programming relevant to community needs and interests. The following policies and guidelines are designed to promote efficient and equitable access to our facilities and resources, as well as to encourage the appropriate programming for our Community Channel.

1. TVCOGECO reserves the right to determine access to the channel and resources. All programming must comply with CRTC regulations and legal obligations.
2. The TVCOGECO Programming Manager has the right to determine whether the resulting programs meet the content and technical criteria to be aired on the community channel.
3. TVCOGECO has the sole right to determine how often, and for how long a 'series' production can run. Parties interested in 'series' programming may be required to provide their own volunteer crew, which shall be trained by the Community Programming staff members.
4. TVCOGECO owns the copyright of all programs produced using our facilities, regardless of who has "produced" them. The Community Channel videotapes and programs are TVCOGECO property, and as such may not be removed from the studio or used for other purposes without staff authorization.
5. TVCOGECO reserves the right to cancel a production due to extenuating circumstances, such as safety hazards, technical difficulties or infractions of regulatory or policy guidelines.
6. Studio and location equipment must be used for approved community channel productions only – not for personal or commercial purposes.
7. In order to provide the community with the most effective use of our resources, a minimum of 48 hours cancellation notice is required for any commitments made with the production staff, facilities or equipment.
8. TVCOGECO reserves the right to review all "outside source" material for quality content and usability. Any program material (videotapes, CD's, photos) not produced by the community channel must be approved for use by authorized staff and cleared for all copyright liabilities. In cases of third language productions TVCOGECO will request English transcripts.
9. TVCOGECO requires that access requests are made well in advance of the scheduled date. If requested information, material or authorization is not provided to staff within the required time lines, the production may be cancelled. Repeat cancellations of scheduled booking dates will result in a termination of the relationship.
10. Access to the Community Channel is provided without cost and there is no payment to you for your participation.
11. TVCOGECO reserves the right to withhold access privileges from anyone who disregards the policies of this company.

Thank you for your co-operation and contributions. We believe that Community television is a mutually beneficial partnership, and we look forward to working with you as part of our team.



ABOUT YOUR REQUEST

AVOID DISAPPOINTMENT

All Program Requests are processed, and staff, volunteers and equipment allocated on a first come - first served basis. Please send the completed Request Form so it arrives at our office at least six (6) weeks prior to an event date. Requests may be made up to twelve months prior to an event. All requests must be made in writing. If you have any questions, or need clarification regarding this form, or the submission deadline, please call a TVCOGECO Staff Producer.

YOUR REQUEST WILL BE ACKNOWLEDGED BY TELEPHONE

You should be contacted by telephone within one week of submitting the completed Request Form. If you have not been contacted within one week, please telephone TVCOGECO to verify that your Request has been received. It is your responsibility to ensure that the completed Forms are received by TVCOGECO. Your request will be discussed at a regular Production Staff Meeting. If approved, a Community Television Staff Producer will be assigned to work with you. Once approved, all inquires should be directed to the assigned TVCOGECO Staff Producer.

ADVERTISE OUR COVERAGE TO SPECTATORS AND PARTICIPANTS

Occasionally organisations request television coverage but neglect to inform officials, participants and spectators that TVCOGECO is covering the event. If you are publishing a program or bulletin, you must mention that TVCOGECO will be present. The Staff Producer can supply you with camera-ready artwork of our logo, and playback dates and times. **All printed material and advertisements must be proofed by the Staff Producer assigned to your production, prior to printing.**

PROMOTING YOUR EVENT

TVCOGECO provides a Community Bulletin Board on the channel to promote upcoming events for non-profit or charitable groups and organisations. If you would like your event included on our Bulletin Board, submit your material at tvkogeco.com. Be sure to answer the usual "who, what, when, where and telephone number to contact for information" questions.

THE COST OF TELEVISION PRODUCTION

The Community Channel is a community service provided by COGECO Cable Canada Inc. There is no charge to you, or your group to produce any community programming or to televise your event. TVCOGECO crew members are **unpaid volunteers** who freely donate their time and talent in serving the community.

SPONSORSHIP OF TELEVISION PRODUCTIONS

C.R.T.C. regulations allow the Community Channel to solicit sponsorship to offset costs related to producing and televising your program or event. As a sponsor, a company name, logo and a short message will be displayed during the program and in web based media. All money generated by sponsorship is used to initiate and improve the Community Channel. When a local business becomes a part of TVCOGECO, they further their image as an interested, active member of the community. It shows that they care about the people they do business with, and the place they do business in. If you know of a business that could benefit from the exposure that the Community Channel offers please indicate so on the form and discuss this with your Staff Producer.



COPYRIGHT WARNING

You should be aware that problems with television coverage might exist if any or part of, or all, of your program is protected by copyright.

ANY SONG, MUSIC, PLAY OR OTHER WORK CREATED BY AN AUTHOR WHO IS NOT DEAD OR HAS NOT BEEN DEAD FOR MORE THAN 50 YEARS MAY POSSESS COPYRIGHT IN CANADA. ANY PERSON USING OR PERFORMING SUCH A WORK MUST OBTAIN WRITTEN PERMISSION FROM THE OWNER OF THE COPYRIGHT, WHETHER IT BE THE AUTHOR OR OTHER PERSON (OR COMPANY) TO WHOM COPYRIGHT IS ASSIGNED, BEFORE THE WORK IS PERFORMED OR RECORDED. IT IS THE OBLIGATION OF YOU OR YOUR ORGANIZATION TO ENSURE THAT ANY PERMISSION HAS BEEN OBTAINED BEFORE ANY COPYRIGHT WORKS ARE USED.

I understand my responsibilities of obtaining copyright clearance as detailed above, and if required can provide written proof thereof. Further, I release COGECO Cable Canada from all liability.

Name: _____

Signature: _____

Date: _____



RELEASE AND ASSIGNMENT

DATE: _____ PROGRAM _____.

FOR GOOD AND VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, I (we) hereby assign to COGECO Cable Canada Inc. all my rights (our rights in and to the programs) and/or production(s) in which I (we) participate.

This includes, without limitation, the sole and exclusive right to tape, record, or otherwise alter that program or presentation or any part of it in which I (we) have participated. It also includes the rights to cablecast, duplicate or distribute the program, or any part of it, in any form. I(we) consent to the use of my name(s) or likeness in or in relation to the same in any manner.

_____	_____	_____	_____
Name (please Print)	Title/Organization	Contact Phone Number	Signature

_____	_____	_____	_____
Name (please Print)	Title/Organization	Contact Phone Number	Signature

_____	_____	_____	_____
Name (please Print)	Title/Organization	Contact Phone Number	Signature

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