

## Community TV program series guidelines

- Series editions are scheduled at a regular time in three-day (Tuesday, Wednesday, Thursday) or four-day (Friday, Saturday, Sunday, Monday) modules on community TV cable TV channels.
- The editions are 59 minutes or less in length. Editions longer than 59 minutes cannot be assigned a regular time on a 24-hour programmed community TV channel. Thirty-minute programs may not exceed 29 minutes in length.
- Scheduling by community TV assigns a priority to series produced in St. Louis Park or submitted by a St. Louis Park organization.
  - A non-St. Louis Park edition may be scheduled up to twice each year, if requested on the program playback application. Eligibility for submitting programs is established in the St. Louis Park community TV program guidelines.
- Deadlines for edition submitting:
  - Series scheduled for a three-day module may have their edition(s) and properly completed playback application(s) submitted to community TV, by an eligible adult, prior to noon on Monday.
  - Series scheduled for a four-day module may have their edition(s) and properly completed playback application(s) submitted to community TV, by an eligible adult, prior to noon on Thursday.
  - A national holiday or other event may require an earlier deadline.
  - Community TV office hours are spread through morning, afternoon and evenings during the workweek.
  - Eligible submitters should contact community TV staff for an appointment to submit programs during office hours, or by approved arrangement.
  - Submissions must be done in-person to community TV, community TV's designee or by approved prior arrangement.
  - The eligible adult is responsible for knowing their deadline and meeting or staying ahead of their deadline.
  - Series missing their deadline cannot be guaranteed a regular time on a community TV channel.
- Series needing a specific playback sequence or repeat may indicate so on their playback application.
- Series may keep a maximum of five episodes, either ready for play or ready for pick-up, at community TV. The eligible adult submitting the episodes is responsible for proper submission and timely pick-up.
- Series must meet the signal quality, format and content program guidelines established by community TV. Episode recordings that do not meet community TV guidelines must be replaced by episode recordings that do.
- Recordings with problems or that are late may cause an eligible adult to request a substitute or repeat episode. These requests may be made, by email, for episode recordings at community TV which already have been submitted with a properly completed playback application.

### **A non-commercial video program cannot contain:**

1. Statements of quality or sales pitches for a product or price
2. A call to action to buy the product
3. Specific address and phone numbers of sponsors (except for comments)
4. Lottery information (chance, prize, consideration)

### **Contact**

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