

EVANSTON ACCESS TV

CHANNEL

6

GUIDE FOR NEW MEMBERS

TABLE OF CONTENT

Page 1

Who We Are
Membership Information

Page 2

Program Submission Rules
How to Submit a Program for Playback on Channel 6

Page 3

Specs Required for Video Submission
Equipment Checkout Rules
Equipment Checkout Terms and Conditions

Page 4

TV Studio Rules

Page 5

Penalties

Page 6

Membership Form

Appendix 1

Waiver and Release of Liability Form

Appendix 2

Consent of Responsible Adult for Minor





WHO WE ARE

Evanston Access TV is a publicly funded cable channel. Our primary goal is to empower individuals and groups in the community to produce programs by, for, and about the community of Evanston. Evanston Access TV provides basic production equipment, airtime on Comcast Channel 6 (AT&T Channel 99), and access to our TV studio for the sole purpose of producing programming for Channel 6.

MEMBERSHIP

Membership is free and exclusively for Evanston residents (Zip codes 60201 and 60202). To become a member, residents must request an appointment time via an email to channel6@cityofevanston.org. Appointments will be held at our office, 2100 Ridge Ave., Evanston. Our office is located on the 4th floor, room 4803. All applicants must bring proof of residency (e.g., current utility bill) and a valid state-issued ID. Applicants must also fill out and sign a membership form that will be provided by City staff.

Non-residents:

If you do not live in the City of Evanston and wish to broadcast your show on Channel 6, you must send an email to channel6@cityofevanston.org requesting airtime. City staff will review your request, and may or may not grant you airtime depending on your content's relevancy to the Evanston community. Non-residents who are granted airtime on Channel 6 will not be allowed to use the TV studio or check out production equipment.

All members must comply with the rules presented in this document. Members who do not comply with these rules may have their membership suspended or permanently revoked.

Age restrictions:

Although there is no minimum age restriction for membership, residents under the age of 18 years must have a Parental/Guardian Consent and Financial Liability Form on file. And will only be permitted to check out equipment or use production facilities when accompanied by the adult who co-signed the aforementioned liability form.



Evanston Access TV studio is ADA compliant.

Studio cameras and video switcher are accessible to residents with disability.

PROGRAM SUBMISSION

Rules for program submissions:

- 1) You must own the rights to the content you are submitting. You are responsible for the content of your show, and you will be held liable for it.
- 2) Schedule is updated once a week (ON THURSDAYS). We cannot process same-day submissions; if you need your show aired within a week of your submission, you must upload your video file and send us an email by 12pm on Tuesday.
- 3) Airtimes are ultimately managed by City staff. We will try to accommodate the airtime and date requested, but it is not guaranteed, and it may change without notice.
- 4) Your show may be aired up to two times a week for two consecutive weeks. Evanston Access TV staff reserves the right to increase the playback frequency of shows to fill any empty spaces in the schedule.
- 5) Videos submitted for playback on Evanston Access TV cannot have commercial content. This includes commercial website addresses, any calls to action for ticket sales, and/or the marketing of events that require admittance fees. If City staff identifies any commercial content, the video file will not be aired and a penalty will be applied (see page six for more details).
- 6) Channel 6 follows the FCC guidelines for content airtime and restrictions.
- 7) Video files submitted with extreme audio or video issues (e.g., very low/high audio levels, absence of the audio channel, video levels that are too high/low, a wide video at 16:9 aspect ratio, or a wide video at 16:9 aspect ratio squeezed at 4:3 aspect ratio) can damage our broadcast equipment and will not be aired.

3 easy steps for submitting your shows to Channel 6:

Note: You will need a free Google Drive account in order to send us your videos

- 1) **CREATE A FOLDER** in your Google Drive account and **share** it with channel6@cityofevanston.org. Make sure the folder name is **your name**.
- 2) **UPLOAD** your video file to your Google Drive account (Put it in the folder you created to share with us)
- 3) **LET US KNOW** your show is there by sending an email to channel6@cityofevanston.org that includes your name, your address, your phone number, the name of your show, the name to be displayed in the lineup (up to 31 characters, including spaces and punctuation), and the days and times you would like it to be aired.

Once you have created and shared your Google Drive folder with us, you only need to repeat steps 2 and 3 for future submissions. Make sure your videos are always uploaded to the same folder.

We cannot process DVDs. If you do not send us the information requested above, we will not air your show.

Video specs required for videos submissions:

PAGE 2

Codec: Mpeg2

Field Order: "Progressive"

Screen size: 720x480

Aspect ratio: 4:3

Pixel aspect ratio: (NTSC) 0.9091

Frame rate: 29.97

Video bitrate: Min 4Mbps – Max 8Mbps (if you exceed 8Mbps, the video will not play)

Video (RGB Parade): For best results, please do not exceed 85%

Audio channels: Stereo

Audio bitrate: Minimum of 192Kbps (ideal 384Mbps)

Audio levels: Average -8dB and Peak -6dB

If you produce a video in widescreen, the rendered video for submission must either be cropped to 4:3 aspect ratio, or rendered using 4:3 aspect ratio with letterbox.

EQUIPMENT CHECKOUT

Equipment checkout rules:

- 1) All producers must submit a show description to channel6@cityofevanston.org prior to requesting production equipment.
- 2) Equipment reservation requests must be submitted via email at least two business days before the pickup day, and no earlier than 30 days in advance (we cannot process requests for next-day checkouts). No back-to-back reservations.
- 3) In order to maximize equipment availability for our residents, members are allowed one camera, one tripod, one headphone and accessories per checkout. Up to two lavalier microphones are allowed per checkout.
- 4) All checkouts are due back in two business days, from the pickup day. On weekends and holidays, equipment is due by the next business day by 4pm.
- 5) All members are allowed up to three checkouts per production. Cancellation after reservation is confirmed will count as "one checkout". If members do not provide a finished production after three checkouts, they will not be allowed to check out equipment until that specific production is submitted to Channel 6.

Terms and Conditions

All equipment must be used for producing video content for Evanston Channel 6. Using Evanston Access TV equipment for commercial purposes is prohibited. You are completely responsible for the equipment you check out. In case of the damage or loss of equipment you have checked out, the City of Evanston requires that you pay for equipment repair or replacement. Members who do not comply with these rules may have membership suspended or permanently revoked. Equipment must be returned as received. We will not accept partial returns; all items must be returned at the same time. Failing to return the equipment by the date and time specified in the checkout form or not submitting a final production within 30 calendar days will result in the suspension of your checkout privileges.

Penalties for non-compliance with the rules can be found on page five.

TV STUDIO USAGE

Our TV studio is located on the second floor of the Morton Civic Center, room 2401.

TV studio rules:

- 1) All producers must submit a show description to channel6@cityofevanston.org prior to requesting studio time.
- 2) Studio time requests must be submitted via email to channel6@cityofevanston.org at least two business days before the date requested. Evanston Access TV staff will not accept studio time requests submitted more than 30 days in advance.
- 3) In order to maximize studio time availability for our residents, members are only allowed to reserve up to two studio times per month. The duration of each studio use may not exceed two hours and thirty minutes. Cancellation after reservation is confirmed will count as “studio time used”.
- 4) No food or drinks are allowed inside the TV studio or inside the studio control room. Exception: On-camera talent may drink water.
- 5) Members are not allowed to bring glass, paint, chalk, power tools, knives, chemicals, or any materials that may shatter, stain, or damage the studio area.
- 6) Crew assignments are the responsibility of the member/producer (you). You are liable for the actions of your crew while inside the TV studio.
- 7) Only Evanston Access TV staff is allowed to remove or move any LED light fixtures from the ceiling grid in the studio.
- 8) No one except Evanston Access TV staff is allowed to disassemble studio cameras (e.g., SERVO lenses, cameras, tripods, cables and accessories). You and your crew are only allowed to move a camera within its axis to change the camera angle and/or move the tripod on its wheels within the studio area.
- 9) Tampering with any studio equipment structures, connections, or configuration is prohibited.
- 10) Members must request approval from Evanston Access TV staff before bringing props, backdrops or small furniture to the TV studio. Approval requests with the description and size of each item must be sent to channel6@cityofevanston.org.
- 11) A unique password to the studio door will be provided to each member/producer which must not be shared. If you lose your password, you must immediately email Evanston Access TV staff.
- 12) Members/producers must leave the studio in the same condition it was received. This includes moving cameras back to their marked spots, coiling and placing the cables back on the wall, turning off the cameras, monitors and video switch, putting the microphones back in their storage pouches, and placing the microphone pouches back in the designated storage area.
- 13) Members/producers must leave the studio by the end of the scheduled time – no exceptions.

For your safety and to ensure compliance with the TV studio usage rules, the studio and control room areas are monitored at all times by video cameras.

PENALTIES

IF YOU:	PENALTY (FIRST STRIKE)	PENALTY (ADDITIONAL STRIKES)
Submit a show you do not have the rights to air	Membership is suspended for 30 days	Membership is suspended for 6 months
Submit a show with commercial content	Membership is suspended for 30 days	Membership is suspended for 6 months
Represent yourself or anyone from your crew as an agent, employee, or representative of Evanston Access TV or the City of Evanston	Membership is suspended for 1 year	Membership is revoked permanently
Use Evanston Access TV equipment for commercial purposes	Rights to use Evanston Access TV production equipment are suspended for 6 months	Membership is suspended for 1 year
Fail to return checked out equipment on the due date	Written warning is issued	Membership is suspended for 30 days
Fail to return checked out equipment more than 2 days after the due date	Membership is suspended for 90 days. If there is no contact from the member after 15 days, we will report it to law enforcement	If more than 7 days, membership is suspended for 6 months
Return checked out equipment missing parts/items	Membership is suspended until the missing items are returned	Membership is suspended until the missing items are returned
Lose, damage, or have equipment stolen	Membership is suspended until the equipment is returned or fixed	Membership is suspended until the equipment is returned
Do not submit a show within 30 days after taking production equipment for the 3 rd time	Rights to check out or use Evanston Access TV production equipment are suspended until show is submitted; member can exchange this penalty for a 6 month membership suspension	Rights to use Evanston Access TV production equipment are suspended until show is submitted; member can exchange this penalty for a 1 year membership suspension
Enter or use TV studio without staff permission or a confirmed reservation	Membership is suspended for 60 days	Membership is suspended for 1 year
Overstay studio time	Less than 15 min: Written warning 15 min or longer: Studio access is suspended for 30 days	Less than 15 min: Studio access is suspended for 60 days 15 min or longer: Studio access is suspended for 90 days
Leave garbage, or props in the studio or equipment out of place	Written warning	Membership is suspended for 30 days
Tamper with equipment TV studio rules 7, 8, 9 on page 4	Right to use Evanston Access TV studio is suspended for 3 months	Right to use TV studio is suspended for 1 year
Bring food or drinks* inside the TV studio * see rule 4 on page 4	Membership is suspended for 30 days	Membership is suspended for 6 months
Bring paint, chalk, power tools or any material that shatter, stain or damage the studio.	Membership is suspended for 90 days	Membership is suspended for 6 months
Bring or consume alcoholic beverages, or any illegal substance inside the TV studio	Membership is suspended for 1 year, and Law enforcement may be called	Law enforcement will be called, and membership will be permanently revoked
Use profane or disruptive language or behavior, inside TV studio, or in the Morton Civic Center.	Member is asked to leave the Morton Civic Center, membership is suspended for up to 1 year, and Law enforcement may be called	Law enforcement will be called, and membership will be permanently revoked
Bring a firearm or a weapon inside the TV studio	Law enforcement will be called, and membership will be permanently revoked	
Lose, damage or have studio equipment stolen for any reason due to your actions	Pay for repair or replacement, membership is suspended until issue is solved	Pay for repair or replacement, membership is suspended until issue is solved



MEMBERSHIP FORM

Membership Terms:

Membership to Evanston Access TV is free and exclusive to Evanston residents (Zip codes 60201 and 60202). All members must provide proof of residency (e.g., current utility bill), and a valid state-issued ID when applying for a membership. Evanston Access TV staff will keep a copy of your documents on file, and will ask for updated proof of residency when renewing your membership or whenever staff finds it necessary. Our days and times of operation are stated on our webpage, cityofevanston.org/channel6, along with additional information for members. Hours of operations and equipment and studio availability may change without notice. Changes in rules, terms, and conditions will only take effect after the member signs a new agreement that reflects these changes. Please note that even though changes in rules, terms, and conditions will only take effect after the member signs an updated membership agreement, the member may not be allowed to check out equipment, use the TV studio, or submit new shows until a new agreement is signed by the member. All memberships expire at the end of the calendar year, and must be renewed as soon as Evanston Access TV resumes its operations after January 1st. Information will be available at cityofevanston.org/channel6, and will be available upon request via an email to channel6@cityofevanston.org.

Membership Agreement:

I, the undersigned, certify that I read, understand and agree to the rules and conditions of my membership presented in this six-page document. I also agree that I am liable for my actions, and for all of my guests and crew members who do not follow these rules. I also understand and agree that if I do not comply with the rules presented in this six-page document, the City of Evanston will enforce penalties as described on page 5 of this document, and may take other additional legal actions if I, any of my guests or my crew members break any State or Federal laws while using the Evanston Access TV channel, equipment or studio.

Member Information:

EXPIRATION DATE: ____/____/____
--

Name: _____

State ID or Driver's License #: _____ Date of Birth: _____

Address: _____

Phone Number: _____ Email: _____

Member Signature: _____ Date: _____



APPENDIX 1



WAIVER AND RELEASE OF LIABILITY FORM

I, THE UNDERSIGNED, HEREBY VOLUNTARILY CONSENT TO ENGAGE IN ACTIVITY AT THE CITY OF EVANSTON TV STUDIO (the TV Studio). I UNDERSTAND THAT AS A PARTICIPANT IN ANY PHYSICAL ACTIVITY THERE ARE INHERENT RISKS. THERE EXISTS THE POSSIBILITY THAT I MAY EXPERIENCE PERSONAL INJURY OR DEATH. I HEREBY ASSUME ALL OF THE RISKS OF USING THE TV STUDIO LOCATED 2100 RIDGE AVENUE, ROOM 2401 IN EVANSTON, ILLINOIS (the TV Studio).

I certify that there are no health-related reasons or problems which preclude me, or the minor I am allowing to use the TV studio, from operating video cameras, switches, or being near electronic equipment.

I hereby take action for myself, any minor I allow to use the TV studio, my crew, and my guests, and assigns as follows:

PARTICIPANT HEREBY EXECUTES THIS WAIVER AND RELEASE OF LIABILITY AND AGREES TO DISCHARGE AND AGREES NOT TO SUE THE CITY OF EVANSTON, THEIR ELECTED OFFICIALS, OFFICERS, AGENTS, EMPLOYEES, VOLUNTEERS, AND ATTORNEYS, FOR LIABILITY FROM ANY AND ALL LOSS OR DAMAGE, PERSONAL INJURY, PROPERTY DAMAGE OR DEATH WHETHER CAUSED BY ANY NEGLIGENCE, EITHER ACTIVE OR PASSIVE OF THE CITY, OR OTHERWISE RESULTING FROM MY USE OR OCCUPANCY OF TV STUDIO. I acknowledge that the City of Evanston is NOT responsible for the errors, omissions, acts, or failures to act of any member, crew member or guest conducting a specific activity on my behalf inside the TV studio.

I understand while using the TV studio, I may be photographed or video recorded by City staff. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by the City of Evanston.

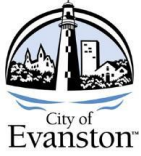
The Waiver and Release of Liability Form shall be construed broadly to provide a release and waiver to the maximum extent permissible under Illinois law.

I have read this document and understand that it is a promise not to sue and that I release the City of Evanston, elected officials, employees, agents and attorneys for any and all claims. I considered this Release and Waiver carefully before signing it. If I am signing this document with an electronic signature, I execute this Release and Waiver with the intent to sign the record.

Date: _____

Signature of Participant

Print Name



APPENDIX 2



CONSENT OF RESPONSIBLE ADULT FOR MINOR

Member Information:

EXPIRATION DATE: ____/____/____

Name of Minor: _____

Phone: _____ Date of Birth: _____

I, _____ am the responsible adult registering the following minor for facility and equipment use at Evanston Access TV. I assume supervisory, legal and financial responsibility for the minor while using the Evanston Access TV facilities and equipment. I have read this agreement and consent to be bound for the rules and conditions on behalf of the user signed above.

Name: _____

State ID or Driver's License #: _____ Date of Birth: _____

Address: _____

Phone Number: _____ Email: _____

Signature of Responsible Adult

_____ Date: _____