



## **BRB TV, LLC Nashua Public Television PROCEDURES**

### **1 NPTV BROADCAST**

The length of the NPTV Broadcast Day and the number of days per week that NPTV Broadcast occurs determine the amount of playback time available on the channel. The amount of available time may change as BRB TV, LLC grows and usage increases. Time availability will be determined by the Operations Manager. Shows are played on NPTV with consideration given to the Producer's request.

### **2 Technical Standards**

There are minimum technical standards that must be met for a Program to be broadcasted on NPTV. All Programs should be free of any breakup, glitches or distortion of the audio or video portions of the signal. All Programs are subject to technical review.

The equipment at NPTV is capable of broadcasting the following formats: DVD, DV and MPG2, MPG3 and MPG4. Other formats may be able to be converted at the studio. Contact the BRB TV, LLC Operations Manager to schedule conversion time.

All Programs submitted for Broadcasting must be labeled with the Producer's name, the Program title, start time, length of play, and the date of submission at time of submission.

Technical standards may be waived in cases where the Program is of an event or a happening that cannot be repeated. In such cases, the Producer must make a special request to the Operations Manager and will add a short disclaimer to the beginning of the Program advising the viewers that portions of the following Program contain technical difficulties.

### **3 NPTV Equipment Usage**

#### **Equipment Reservations**

To avoid conflicts and ensure fair usage, Patrons should reserve all equipment at least 24 hours in advance. To avoid monopolization of equipment by any one Patron, or group of Patrons, reservations will not be taken more than one month in advance.

Reservation for Programs which will include footage of a scheduled event will be taken more than thirty (30) days in advance to ensure equipment availability on that day.

## **Equipment Sign Out**

1. Patron shall fill out the Equipment Use form. Make sure all equipment you need is listed, and the form is properly initialed by the Operations Manager. The completed form will be placed on file by the Operations Manager.
2. Equipment **MUST** be returned when specified on the Equipment Use form. Failure to do so may lead to temporary revocation of sign out privileges.
3. Editing time is limited to 5 hours per week, not to exceed 15 hours per month, per Program.
4. Sign out, pick up or returning equipment must be when the studio is open or by appointment and be done in the presence of a BRB TV, LLC representative.
5. Problems with facilities and equipment must be reported to the Operations Manager on the Equipment Use form.
6. Batteries in need of charging should be given to the Operations Manager.

All shows produced with NPTV equipment must be submitted for broadcast within (60) days of initial equipment usage unless other provisions are made with the Operations Manager.

Equipment signed out for training purposes does not require a Program for cablecast

**Mishandling of equipment can lead to loss of Patron privileges!**

## **4. Programs**

Patrons wishing to host a show(s) need to schedule an appointment with the Operations Manager to discuss the length, duration, subject matter, and showing time of the show according to the following rules:

**Max Length:** Not to exceed 60 minutes

#### **4.1 BRB TV, LLC Nashua Public Television Show Broadcasting/Times/Schedules**

**PRIME TIME:** Mornings Monday-Friday 6a-10, Evenings Monday-Friday 6p-11p

**SECONDARY:** Monday-Friday 10a-6p

**OVERNIGHTS:** Monday-Friday 11p-6a

**WEEKENDS:** Friday 11p-Monday 6a

All shows will play up to 5 times per week with 2 being broadcast in primetime. Requested time slots are given priority, and in consideration of availability of space, show inventory and operations as determined by a representative of BRB TV, LLC

### **5. Live Programs**

Live Programs deemed by the Operations Manager to be in the interest of the community may pre-empt any regularly scheduled Program(s). The pre-empted Program(s) will be Broadcasted at a comparable time.

### **6. Executive Sponsors**

Some people may not want to use the television equipment themselves. They may instead want to be an “*Executive Sponsor*” of a Program that will be produced by a Patron.

Producers must submit the name and address of the Executive Sponsor(s) to BRB TV, LLC.

Commercial enterprises may become Executive Sponsors of Programs that promote general interest in the nature of their business. These Programs may not, however, mention the name and address of the business (other than in the credit) or discuss specific products, services, prices, hours of operation or telephone numbers.

All sponsored Programs should contain the following credit:

THIS PROGRAM WAS MADE POSSIBLE WITH FUNDS AND/OR “IN-KIND” DONATIONS PROVIDED  
BY: (name and address of the Executive Sponsor(s))

The credits will run for a maximum of fifteen (15) seconds at the beginning and end of each half hour Program with an additional fifteen (15) second run allowed in the middle of hour-long Programs. A voice over reading of the above credits is also allowed.