

# Production Contract

cctvcambridge.org/forms



Cambridge  
Community  
Television

Free equipment/facility use is allowed only for a current CCTV Access Member with the required certifications.

The member must submit the produced program (on Video DVD, Data DVD, or in a Digital MPEG-2/H.264 file) and a Cablecast Agreement form to the Programming Coordinator. The program will be cablecast on CCTV's channels and webcast (simultaneously streamed) on CCTV's website. CCTV has the right to archive the program on its website at its discretion and to use the program for CCTV promotional materials.

A member who produces a program with significant use beyond cablecast and webcast by CCTV, or who receives any form of payment (cash, barter, etc.) to produce the program, or who does not have sole ownership of the program, must pay a commercial rental rate to use CCTV's equipment/facilities.

► **Producer** \_\_\_\_\_

**Address, City, State, ZIP** \_\_\_\_\_

**Phone** \_\_\_\_\_ **E-mail** \_\_\_\_\_

► **Are you producing this program for any reasons other than cablecast and webcast by CCTV?**

Yes: Explain \_\_\_\_\_ **No**

**Are you receiving any form of payment to produce this program?**

Yes: Explain \_\_\_\_\_ **No**

**Program Owner** \_\_\_\_\_

► **Production Type:**

Specify one. See reverse  
for descriptions.

Certification:

3-minute Single

Single

Series

**Program Title** \_\_\_\_\_

**Description** \_\_\_\_\_

**Estimated Length** \_\_\_\_\_ **minutes** **For Series:** Episodes must have uniform  
lengths, or they may be cut short.

► **Production Plan:** Equipment/facility reservations will not be made until this contract has been approved (minimum of 4 business days). This contract is not a reservation. **For Series:** Provide production plan information for first episode or first complete production cycle.

► **Estimated Shooting Dates**

from \_\_\_\_\_

through \_\_\_\_\_

**Estimated Editing Dates**

from \_\_\_\_\_

through \_\_\_\_\_

**Estimated Completion Date**

on \_\_\_\_\_

► **Equipment/Facilities:** Specify needed equipment/facilities. Certification may be required for some items.

A list of all equipment/facilities (including some not listed here) and their specifications is at [cctvcambridge.org/node/89400](http://cctvcambridge.org/node/89400).

Portable Camera

Microphone/Mixer

Edit

Hard Drive: Drives hold 80 GB minimum, enough for 6 hours  
of SD footage, or 2 hours of HD. See reverse for details.

Portable Light Kit

Large Studio

Suite

Other \_\_\_\_\_

► **Shooting Locations** \_\_\_\_\_

**Names of Potential Crew** (CCTV members) \_\_\_\_\_

► **Are you planning to use music from  
the Bandwidth library in this program?**

Yes: You are required to give **Full Credit**. This means listing the work's  
title, author(s), and performer(s) in a credits section of this program. **No**

► **By signing and dating this section, I state that I have read this form, understand it, and agree to the Policies of Cambridge Community Television (CCTV). I agree to hold harmless the cable provider, the City of Cambridge, CCTV, and CCTV's directors and employees (and their successors) from any liability, loss, claim, cost or damage of any nature whatsoever which may arise by reason of any claim that any material produced, cablecast, or disseminated by me infringes or violates any rights of any person or organization.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Is Producer over 18?** Yes No: Provide Parent/Guardian's Signature \_\_\_\_\_

## How to Produce Programs at CCTV

Cambridge Community Television (CCTV) provides free training and access to state-of-the-art telecommunications technology to people of the Cambridge community so that they may all actively participate in producing media. Members of CCTV may take classes and workshops to gain skills in media production and then may use CCTV's equipment/facilities to produce media and content that is important to them.

### In order to produce programs at CCTV, producers must follow these mandatory steps:

1. Attend a free Orientation at CCTV, which are scheduled once per month and are required for membership. After the Orientation, you can then become an Access Member. Affiliate Members are not allowed to use CCTV's equipment for free.
2. Register for production classes. Some types of equipment/facilities have a specific class that you are required to complete before you are allowed to use them. CCTV offers digital camera, studio, and edit classes regularly in the evenings.
3. Complete a Production Contract form. This is an agreement with CCTV that means you will be allowed to use CCTV's equipment/facilities, as long as your finished program is submitted to be cablecast on CCTV's channels and webcast on CCTV's website. You will determine the production dates of your program. If there is a significant use for your program beyond cablecast and/or webcast by CCTV, you may be billed for your equipment/facility use.
4. Approximately 4 business days after you submit the completed Production Contract form, you will receive an e-mail confirmation with a Production Contract Number. You can then reserve production equipment/facilities; you should plan about 2 weeks in advance for reservations. You must provide the Production Contract number to make reservations.
5. Shoot, edit, and submit your program on Video DVD, Data DVD, or in a Digital MPEG-2/H.264 file to be cablecast on CCTV's channels and webcast on CCTV's website. Refer to the Cablecast Agreement form for format requirements and content restrictions. Once the program is submitted, you may open a new Production Contract for another program.

## Production Types

- **Certification (C):** This is a requirement for all first-time producers, which is intended to limit the length of your production to just 3 minutes. This provides a short production experience to help you better anticipate the work required to make a full-length program. Once the 3-minute program is submitted, you may then produce a longer program. You are allowed 2 portable camera uses, 1 large studio use, and 10 edit suite hours.
- **Single (P):** This is a contract for a standalone program: 4 portable camera uses, 3 large studio uses, and 40 edit suite hours.
- **Series (S):** This is a contract for members interested in producing episodes of a program on a monthly basis. New episodes must be submitted regularly, or the contract may be cancelled. You are allowed the same equipment/facility uses as a Single production per month. This contract will be automatically renewed for each new episode.

## Restrictions

Only CCTV Access Members are allowed to use CCTV equipment/facilities for free. You will be allowed free use for a limited period of time, as long as certain conditions are met: You must submit the finished program (on Video DVD, Data DVD, or in a Digital MPEG-2/H.264 file) to be cablecast on CCTV's channels and webcast on CCTV's website, you cannot receive any form of payment (cash, barter, etc.) to produce the program, and the sole ownership of the program must be held by you. If any of these conditions are not met or if the program is never completed, CCTV will bill you for your equipment/facility 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 CCTV's digital edit suites, you may need to reserve a portable Firewire drive to store your digital footage. CCTV 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 3 weeks only. These drives may accumulate wear and damage through heavy use; CCTV is not responsible for lost or damaged data on loaned drives or edit suite computers. You may also use your own Firewire drive to store your footage, instead of using a drive from CCTV.

|                        |                     |                           |                          |
|------------------------|---------------------|---------------------------|--------------------------|
| <b>OFFICE USE ONLY</b> |                     | Date _____                |                          |
| Contract # _____       | Membership Current? | <input type="radio"/> Yes | <input type="radio"/> No |
| Approved _____         | v 2015.05.08        |                           |                          |

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