

A CHECKLIST TO HELP YOU PREPARE TAPES TO SEND TO CCTV:

- Have you checked your video for:
 - Obscene/Indecent material?
 - Lottery/Gambling activity?
 - Copyright infringement?
 - Invasion of privacy?
 - Personal attacks?
- Is your program recorded on DVD?
- Does your program have titles and credits?
- Have you submitted the Statement of Compliance form?
- Have you submitted your video to CCTV?
 - Submission boxes are in the KSPC office in the basement of Thatcher at Pomona College, and Tracy MacLean's office in Avery 210 at Pitzer College

Please refer below for explanations of the checklist

1. Does your program adhere to CCTV Programming Content/Policy?

Care should be taken that each program meets the standards laid out in the document, "Claremont Colleges Television Access Rules and Guidelines," and that cable broadcast rights have been cleared for the program and if necessary, for each of its elements, including the written permission of participating speakers and clearance of all music, film or video clips, and the like. Such clearance is the responsibility of the person or agency submitting a tape for broadcast, and not that of Claremont Colleges Television or its staff.

The following list contains the general guidelines for programming content, which you will find useful before you have produced a program or if you wish to submit an existing program. If you have not yet produced the program, please refer also to our "Guidelines for Producing Programs."

General guidelines for programming content are as follows

- No obscene or indecent material
- No lottery or gambling activity (promotions, contests, prizes)
- No copyright infringement
- No invasion of privacy
- No personal attacks

All users presenting video tape programs for cablecast shall agree, as a condition of the cablecast, to indemnify and hold harmless Claremont University Center, its member institutions, its employees and its agents from all loss, liability and damage arising out of or caused by the cablecast of the users' program.

2. Is your program recorded on DVD?

Due to the rapid deterioration of video signals by multiple generations of

videotape recording, it is recommended that under no circumstances should a final edited program go beyond two generations of recording from the original unless the material has been recorded or edited digitally. **DO NOT SUBMIT MASTER DVDs.**

Standard program lengths are preferred (30 minutes, 1 hour), but your tape may be of any length so long as this is clearly marked on the DVD and on its container. We recommend TDK discs.

3. Do I need to have credits on my DVD?

Yes, it should have titles on the beginning and credits on the end. If it does not have credits, please contact our Program Officer (contact info below) about the possibility of having credits added. The credits should include the name and phone number of the producer.

Each DVD should also clearly be labeled with

- The exact title of the program;
- Its total running time ("TRT") in minutes and seconds;
- The name and address of the person to whom the tape should be returned after broadcast.

5. Do I need to submit anything other than my DVD? Yes, all submissions must include

- A DVD titled and labeled as described above;
- A completed Statement of Compliance Form (found below);
- A brief description of its contents which can be used to list it on the program schedule.

6. Where/how do I submit my DVD and Statement of Compliance?

Once you have your DVD and Statement of Compliance, contact the CCTV Program Officer at cctv@cuc.claremont.edu or by leaving a message at x70010 including information about where you can be contacted. Alternatively, you can drop off your DVD and Statement of Compliance either at the KSPC office in the basement of Thatcher at Pomona College or Tracy MacLean's office in Avery 210 at Pitzer College.

7. Does CCTV have a production studio?

Not currently; however there are some possible local resources for taping programs. Please contact our Program Officer at cctv@cuc.claremont.edu or by leaving a message at x70010 for more information.