

# PUBLIC ACCESS PLAYBACK REQUEST FORM

Producer / NonProfit Organization \_\_\_\_\_  
(organization listed must be a member of MCM)

Organizational Member (if producing for a nonprofit MCM member) \_\_\_\_\_

Home Phone \_\_\_\_\_ Office Phone \_\_\_\_\_

Title on Master Program Proposal (if applicable) \_\_\_\_\_

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

Program Description \_\_\_\_\_

TAPE ID# \_\_\_\_\_ Program Length \_\_\_\_\_ : \_\_\_\_\_ : \_\_\_\_\_  
Min Sec Min Sec

Program Category (circle ONE)

- |              |                    |                         |                |               |
|--------------|--------------------|-------------------------|----------------|---------------|
| Access Promo | Doc. Event/Profile | Doc. - Public Awareness | Educational    | Entertainment |
| Ethnic       | Governmental       | Holiday/Timely          | Informational  | Innovative    |
| Music Video  | Performing Arts    | Religion                | Senior Citizen | Sports        |
| Video Art    | Visual Arts        | Youth                   | Other _____    |               |

**SUGGESTED Playback Times**

Day \_\_\_\_\_ Time \_\_\_\_\_ am pm

Day \_\_\_\_\_ Time \_\_\_\_\_ am pm

MCM's Traffic Department will make final decisions about playbacks. Times listed are suggestions only.

**TRAFFIC DEPARTMENT ONLY**

TRT \_\_\_\_\_ : \_\_\_\_\_  
Min Sec

**Scheduled Playbacks**

Day \_\_\_\_\_ Time \_\_\_\_\_ : \_\_\_\_\_

Day \_\_\_\_\_ Time \_\_\_\_\_ : \_\_\_\_\_

Check here  if requesting a replay of a tape that has already aired.

### STAFF USE ONLY

Staff Received \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_ : \_\_\_\_\_ am pm

Project completed in Facil (initial) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ **PROJECT #** \_\_\_\_\_

Staff Cueing \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Staff Scheduled \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments \_\_\_\_\_ **PROGRAM #** \_\_\_\_\_

**EPISODE #** \_\_\_\_\_

## TECHNICAL STANDARDS AND PROCEDURES

The tape MUST:

1. Be a Large-shell DVCPPro Cassette.
2. Have the tape AND case labeled with 1) the producer/organization's NAME; 2) the program TITLE; 3) the DATE
3. Begin with a leader (totaling not less than 45 seconds or more than 2 minutes) consisting of:
  - a) 30 seconds of slate over black or color bars with 1kHz tone at -20dB on audio channel 2 only.  
(The Slate is a page of lettering with 1) The producer/organization's NAME; 2) the program TITLE; 3) the DATE; followed by:
  - b) 30 seconds of color sync black with no audio on either channel
4. The control track must start within 60 seconds of the physical beginning of the tape and be continuous throughout the program.
5. If the program contains "Adult or Potentially Offensive Programming" according to MCM's Rules and Procedures, it must legibly carry the following viewer warning for a minimum of 15 seconds at the beginning of the program. Programs longer than 28 minutes must show the same warning for 15 seconds within the 30<sup>th</sup> minute of the program.  
"The following program contains material which may be offensive to some viewers or inappropriate viewing by children and young people. Viewer discretion is advised. The content of this program is solely the responsibility of (insert producer name) and not the MCM staff, board or associates."
6. Have audio information recorded on channel 2 ONLY, reserving channel 1 for MCM's use.
7. Have video free of glitches.
8. Have only one program on it.
9. Have reasonable audio (i.e., peak audio level between -20dB and -1dB without excessive audio hum or distortion).
10. Contain as the last two images the following text, held on screen for 15 seconds each.
  - a) the producer/organization's NAME (not a pseudonym); followed by:
  - b) "Produced through the facilities of MATA Community Media."
11. Have at least 30 seconds of color sync black following the last image of the program.

## SUBMITTING FOR CABLECAST

1. Programs are schedule on the hour and half-hour. MCM must allow for 2 minutes for tape changing and channel identification. If a program is over 28 minutes for a half-hour slot or more than 58 minutes for an hour slot, the Traffic Operator has the option of cutting the excess.
2. Requested replay dates/times are not guaranteed.
3. Tapes are played at MCM's discretion after the initial scheduled run has been completed.
4. Filling out this form completely will expedite fast processing of this tape for cablecast.
5. Series producers should check with the Traffic Operator for final submission days.
6. If this tape is submitted before the 15<sup>th</sup> of the month, it will be on the following month's schedule.
7. Call the traffic department after the 15<sup>th</sup> of the month to find out what dates your program will air.

## TAPE RECYCLING AND DUPLICATION

Any MCM-owned SOURCE tape used by a producer for their program may be erased by MCM immediately following the first cablecast of the program. This includes sub-masters.

MCM-owned EDIT MASTERS will be erased by MCM and the tape reused after 30 days from the date of the last cablecast. If you wish to preserve your edit masters, you must purchase them through the Business Office before the 30 day period is reached.

For duplications of tapes, the tape must have completed its initial cablecast cycle.

Producer-owned tape must be picked up in the 30 days immediately following the tapes initial cablecast cycle. If the producer does not pick up their tapes, the tapes are forfeited to MCM and may be recycled.

## PRIOR DUB PERMISSION

Please list any crew, talent or members of the public to whom you grant permission to request a dub of the program. MCM will have to get your permission before dubs are made for any one not on this list.

Name or Organization

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