

MATA COMMUNITY MEDIA

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

Series Title (if applicable)

Program Title

Program Description

TAPE ID# Program Length Leader Length

Block Program Category (circle ONE) Community Information & Opinion Entertainment Faith Based Special Interest

REQUEST PLAYBACK TIMES
1) CIRCLE DAY OF THE WEEK
2) FILL IN TIME, CIRCLE AM/PM
Only ONE playback a week in primetime.
PRODUCERS MAY HAVE ONLY ONE PROGRAM IN A PLAYBACK CYCLE AT A TIME.

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

Check here if program contains "Potentially Offensive Programming"

Is this your first program? (Y/N)

Do we have permission to recycle the tape immediately? Yes No

SEE OTHER SIDE FOR TECHNICAL STANDARDS AND PROCEDURES

STAFF USE ONLY
Staff Received Date Time
Project completed in Facil (initial) Date PROJECT #
Staff Cueing Date Staff Scheduled Date
Comments EPISODE #
Cue Length End PROGRAM #

# TECHNICAL STANDARDS AND PROCEDURES

The tape MUST:

1. Be a Large-shell DVCPRO Cassette.
2. Have the tape AND case labeled with 1) the producer/organization's NAME; 2) the program TITLE; 3) the DATE
3. Have only one program on it.
4. 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.  
(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
5. Have timecode that starts within 60 seconds of the physical beginning of the tape and is continuous at least until 30 seconds after the end of the program.
6. Have video free of glitches, with time base stability good enough to pass through MCM processing and TBC equipment.
7. Have active video between 7.5 and 100 IRE. Chroma must exceed 80%. Sync and blanking must conform to industry standard RS170A.
8. Have reasonable audio (i.e., peak audio level between -20dB and -3dB without excessive audio hum or distortion).
9. 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."
10. Contain the following text as the last two images, of a legible size, held on screen for 10 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 scheduled 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. Typically, tapes will start playing two to three weeks after it is cued by the Traffic Department.

## TAPE RECYCLING AND DUPLICATION

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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