

KMVT TECHNICAL STANDARDS

The following formats will be accepted for playback on KMVT Community Television Cable Channel 15.

1. DVD
2. S-VHS (Super VHS)
3. VHS (Must be recorded in standard play or SP mode. This is the 2-hour length when using T-120.)

All programs submitted must have technical standards high enough to deliver a clear and unbroken picture to cable subscribers. Audio must be clear, understandable, and at audible levels without distortion.

For DVD Disc

1. DVD Media must be on DVD-R/RW (Minus or Dash R)
2. One Program or Episode Per DVD.
3. There must be a menu with a PLAY button to hold the disc from playing right away.
4. NO color bars, countdown or slate needed, program must start at a reasonable period once the play button is pressed.
5. Exact Total Running Time (TRT), Title, Episode number should be written on disc
6. The program title should be near the beginning of the program. Program credits and copyright must appear at the end of the program. (*See Program Credit and Disclaimer below*)
7. At least 60 seconds of black and no audio must be recorded AFTER the end of the program.

For S-VHS or VHS Tape

Technical information, which must be recorded on the submitted tape:

1. 40 seconds of color bars and "zero" level tone at the head of the tape.
2. Color bars should be followed by a 10-second slate with program title, production date, name of producer, and TRT (exact total running time).
3. The slate should be followed by an 8-second countdown. The first frame of the program should appear at "0" on the countdown.
4. The program title should be near the beginning of the program. Program credits and copyright must appear at the end of the program. (*See Program Credit below*)
5. At least 60 seconds of black and no audio must be recorded after the end of the program.
6. Program has continuous control track.

PROGRAM CREDITS AND DISCLAIMERS

All productions using KMVT's facilities must contain the following credit:

"This program was produced at the facilities of KMVT Community Television"

If an Access Producer has obtained programming sponsorship, credits for that sponsor must appear at the end of the show, and shall not contain any advertising information. All sponsorships must first be approved by KMVT management. Please see Sponsorship Section in the User's Guide for more information.

ACCESS SHOW SPONSORSHIP POLICIES

KMVT is a nonprofit organization. Therefore, any program funding acknowledgement must be non-commercial in nature, or be perceived as commercial by our viewers.

For Access Members seeking business sponsors for their program produced with the facilities or equipment at KMVT, the following guidelines apply:

Working with Sponsors

1. Any Access User interested in seeking Sponsors must first complete the Producers and/or the Sponsorship/Underwriting training class. Sponsorship Agreements, Project Proposals and reimbursement forms will be provided in these classes. Producers must submit all required forms to KMVT prior to receiving any reimbursement or credits for production costs.
2. Access Users must never represent themselves as an agent of KMVT. Access Users seeking sponsorships should represent themselves as the Access User/Producer of a Community Access Television program that is created with KMVT equipment and facilities.
3. Remember, Access Users can obtain SPONSORS, NOT ADVERTISERS. Television credit of for a Community Access Sponsor must comply with the following:
 - a. Program funding acknowledgments are allowed at the start of the body of a program and at the end of the program in the credits.
 - b. The underwriting announcement may not last longer than 15 seconds for each occurrence of acknowledgment.
 - c. The sponsor credit can include the name, logo and phone number OR website address. Street addresses are not allowed.
 - d. For audio acknowledgement, producers can voiceover the visual acknowledgement with the following statement (NOTE: THIS IS THE ONLY ACCEPTABLE STATEMENT).

*"Program Title" was made possible in part through a grant (or donation)
from "Sponsor Name"*

4. Duplication of video tapes cannot be used as means to garner sponsorship funds.
5. Producers are responsible for informing their sponsors of KMVT policies and procedures, particularly those policies that pertain to restrictions on program use.
6. KMVT reserves the right to contact the underwriters of producers to inform them of KMVT's policies and procedures for sponsorships of Community Access Programs.

**Private or commercial use of KMVT channel time, equipment or facilities
is strictly prohibited.**