

KALB PROGRAM SUBMISSION GUIDELINES

Mailing Address: Albany Community Center / 1249 Marin Ave., Albany, CA 94706

meetings by appointment

Phone: (510) 559-4272
Email: jeallen@albanyca.org
web: albanca.org/kalb
facebook.com/AlbanyKALB
youtube.com/AlbanyKALB

Any Albany resident may submit content to be played on KALB 33 Community Access Television. Albany residents may also sponsor shows produced by people outside of Albany.

It's easy to submit your program.

Four weeks before you would like your program to air, complete the online submission form at albanca.org/KALB or drop-off a thumb drive with a copy of your program at the Albany Community Center, Monday-Thursday, 8:30am - 5pm, Fridays 8:30am-12pm

Programs can be uploaded to the following link: <https://www.hightail.com/u/albanyKALB>
max 10g

Remember:

- Video files must be in HD h.264 .mp4 or .mov format
- You have completed and submitted your online form
- You have provided proof of residence (driver's license, utility bill, etc.)
- some other ideas You are the owner of this
- some other ideas

Exception: Very time sensitive/emergency broadcast programs may be aired earlier only by arrangement with the programming coordinator.

Programming must be submitted electronically via FTP, upload transfer service or thumb drive and meet technical standards of broadcast quality H.264 or HD codecs greater than 3.75Mbps in .mp4, .mpv, or .mov formats. Please submit content ready for air only NO EXTRA BLACK, BARS, SLATE, OR COUNTDOWN AT THE BEGINNING OR END OF THE PROGRAM. An additional fee may apply to any program which requires extra editing.

Scheduling Priorities

Locally produced programs will have priority over programs produced outside the community.

First showings of programs have priority over repeat showings. Live broadcast of community meetings and events will be given priority over pre-recorded programs and scheduled series. KALB reserves the right to preempt previously scheduled programming in order to broadcast live or recorded programs which are time-sensitive and are of general community interest and public importance. All unresolved conflicts will be settled by the programming manager.

With the exception of live and series programming, channel time will not be scheduled until a program is complete and all information pertaining to the program is submitted to staff in writing via the online form.

Series Programs

A series is defined as regular programming of a show with the same title and length, once monthly, twice monthly, or weekly.

Requests for consistent time slots (program series) will be allocated at KALB if the following conditions are met:

- The producer has completed two taped programs before applying for a series.
- Ample time remains available for other community programming requests.
- Titles and descriptions of programs are submitted to the programming manager at least four weeks in advance of air time.
- User has new material on a consistent basis for each scheduled program, i.e. a monthly show will have new material each month.

Controversial/Adult Programming

If, in the opinion of a producer, any material in their program is deemed to be appropriate for adult audiences only, a 15-second visual and audio viewer advisory specifying the nature of the controversial content will be required at the beginning of the program. Producers are expected to inform KALB staff about programming that may be problematic to viewers in the Program Submission Form, and to exercise good judgment. Controversial or adult programming with excessively violent material, offensive language, excessive nudity, graphic depiction of medical procedures, or sexually explicit material will be scheduled for broadcast between 11 PM and 6 AM.

Controversial content in programming should have the effect of encouraging a greater expression of free speech; KALB reserves the right to inform the public of controversial programming and to solicit responses from the community in the form of additional programming.

Prohibited Programming

KALB **cannot** air:

- Commercial programming.
- Material which is obscene or unprotected by the Constitution of the United States.
 - Material which constitutes libel, slander, invasion of privacy or publicity rights, incitement, or which otherwise violates any other local state or federal law.
 - Programs containing material that violates copyright or trademark law. Use of such material requires obtaining appropriate permission from music licensing organizations, publishers, representatives, copyright holders, broadcast stations, networks and/or any other intellectual property owners. Unless producers can furnish written authorization for each instance of copyrighted or trademarked materials, KALB will not schedule the program.
 - Material that creates immediate danger of damage to property or injury to persons, the substantial obstruction of law enforcement or other governmental functions or services, the deprivation of any person by threat of force or physical action of a legal right or the disturbance of any person in the enjoyment of a legal right, or the creation of a public nuisance.
 - Material that contains direct or indirect presentation of lotteries or lottery

information.

- Any other material which may, from time to time, be deemed to be prohibited from broadcast by applicable law or regulation.

No paid advertising will be accepted on behalf of candidates for public office or political parties, including promoting and / or opposing ballot issues by supporting groups or lobbying organizations.

Producers' Programming Rights

Program producers maintain ownership of rights to all original material and are liable for all the content.

Program producers can request a program date and time for broadcast, in accordance with scheduling priorities.

Program producers may request that programming cease being aired, if it is determined the program information has become outdated or obsolete.

The Equal Opportunity or "Equal Time" rule and the Personal Attack rule do not apply to public access. Public access users are under no legal obligation to show any viewpoint other than their own. Community residents with diverse and opposing viewpoints are encouraged to use the public access channel to express their ideas.

Pay attention to legal considerations

If you did not produce the content yourself, make sure you have the rights or permission of the video maker. You are legally responsible for any rights infringement and the content of the video, including music. If you have any questions, <https://creativecommons.org> can provide useful information and guidelines.

Here's how your program will be scheduled

Channel and equipment time are provided on a first-come, first-serve, nondiscriminatory basis to any current Albany resident. While KALB wishes to accommodate specific requests, the public access channel is a shared community resource and specific channel time requests cannot always be guaranteed. All requests will be processed on a fair and equitable, non-discriminatory basis, subject to the availability of broadcasting equipment, space, and channel time.

Programming containing excessive violent material, excessive profane or offensive language, excessive nudity, graphic depiction of medical procedures, or sexually explicit material can only be aired between 11:00 PM and 6:00 AM. All program submission forms must indicate whether the programming contains material of this nature.

Channel time scheduling requests must be submitted at least four weeks in advance of the desired broadcast date. At the discretion of staff, if the desired time slot is available, the four-week submission rule may be waived to allow the timely broadcasting of newsworthy or time sensitive events.

KALB programs it's channel 24 hours a day, 7 days a week. Programs may be repeated at staff discretion. KALB reserves the right to broadcast programs produced by members on the other channels, where appropriate.

Programs broadcast on KALB may also be shown on the website (depending on rights), and submitters should inform KALB if web rights are available for their program

Make sure people know about your program!

Contact KALB staff to find out when your program will air. Then publicize your air dates! Make a flyer, post it at community centers, have it announced in a newsletter, call and email all your friends.