

## **CREATIVE & TRAINING SERVICES PROCEDURES**

### **Section 800 of the Producers Manual**

Creative & Training Services are projects in which DCTV is hired by individual or organization members (Executive Producer) to provide technical support towards producing programming for telecast on public access channels using DCTV equipment, studios or other facilities, or other equipment as might be necessary, including programming that may require field shooting (one or more cameras), editing, producing, scripting, studio shooting, and any other service that might be needed. Creative & Training Services are a means of providing DCTV members and organizations an alternative to producing programming for District communities, and are governed by this Producer's Manual and procedures developed specifically to manage such projects.

Creative & Training Services programs, like all public access programs, must be noncommercial and all requirements from this Manual apply, including Sections 150, 400, and 450.

Requests for Creative & Training Services will only be accepted that will result in a completed program for premiere telecast on DCTV's public access channels. Any other use of completed or partially completed programs or source footage must be scheduled after the first telecast of the completed program. Creative & Training Services may not be provided to serve any other purposes.

Creative & Training Services shall only be provided to DCTV members in good standing and providing resources are available.

DCTV reserves the right to reject any Creative & Training Services project and refer the member to produce the project using other DCTV services available to them. This limitation is not to be construed that DCTV rejects the program or program content; the completed program will be accepted under the same policies and procedures as all other programs produced or submitted by DCTV members.

The member is the Executive Producer of the program(s) and accepts all responsibilities under these policies and procedures as with all other activities at DCTV.

A project budget will be provided detailing costs and fees. The budget must include all services required to complete the program(s) for telecast, including editing costs. Editing costs will be estimated and may need to be revised as the project progresses. The member agrees to pay all costs to complete the program(s) once the project is initiated. Changes in the project, including in editing costs will be made in writing. The project will be initiated once the member has accepted the budget by signature, and remitted payment.

Obtaining permits is the responsibility of the Executive Producer unless DCTV is specifically requested to provide this service. If DCTV is to obtain permits, fees will be charged and must be paid in advance of providing the service.

If the Executive Producer does not obtain permits and the shoot cannot proceed as a result, the Executive Producer is charged for the shoot unless the production session is cancelled at least 3 business days in advance.

Payment for Creative & Training Services is due in advance of services.

No project will be initiated before DCTV has received advance payment and the member has signed a Creative & Training Services Agreement agreeing to the services and budget for the project, including that no crew or equipment shall be scheduled.

DCTV recognizes that some projects involving grants or underwriting may have conditions that require alternative payment arrangements; such projects may be accepted and approved only when documents and conditions of payment guarantee are accepted and approved in advance by the Chief Financial Officer.

Planning, budgeting and payment should be completed at least 2 weeks prior to the date services are required.

Members attempting to initiate Creative & Training Services during the two weeks prior to the date services are required will compromise DCTV's ability to schedule crew and equipment, and may adversely affect the quality of the program(s).

If these requirements are not completed by two weeks prior to the date services are required, DCTV may not be able to provide the requested services.

Exceptions may be made in some cases with the approval of the Director of Operations. The Director of Operations will determine whether DCTV has the capability to provide quality services for such a request and may decide whether to allow an exception. Only in rare cases for special circumstances will a request for Creative Services be accepted that is submitted 3 business days (Mon. through Fri.) or less from the date services are required.

In contracting Creative Services, members understand that Creative & Training Services project costs are based on representations made by the member to DCTV staff, and any changes to the conditions or representations may result in additional costs, which the member agrees to pay.

In contracting Creative & Training Services, members understand that Creative & Training Services requested for non-television environments, or for activities where creating a television program is not the core event, will necessarily define the limitations of how the completed program will look, and will be a primary determining factor in the production parameters and quality. This being the case, members contracting Creative & Training Services understand that DCTV will deliver a "best effort" at the highest possible quality standard allowed by the conditions. Members agree that the conditions of the activity will not be changed

without notifying DCTV in advance, so that DCTV may adjust its approach to ensure the best quality production. Members agree not to hold DCTV responsible for conditions outside of DCTV's control that affect the production quality.

Once a Creative & Training Services Agreement is signed, changes must be made in writing and any additional fees paid before initiating the changes in the project.

The Executive Producer is responsible for all charges for scheduled sessions unless a scheduled session is cancelled at least 3 business days in advance. In order to complete the program as originally planned, this will result in additional charges to the producer. These additional charges will be due prior to initiation of the additional services.

All materials, source footage and the program shall remain in DCTV's possession until the program has been telecast on DCTV's public access channels and all payments due from the member have been received.

Programs resulting from Creative & Training Services may not be sold, and fall under the same restrictions as other public access programs as required by this Producer's Manual.

The Executive Director is authorized to create procedures for providing Creative & Training Services and determine procedures for any conditions left unaddressed by this Section so long as such procedures are otherwise consistent with DCTV policies.