

App # _____

People TV Inc. Channel Time Application SEASON I 2012

All required information must be completed before this application will be accepted and stamped with the date and time of receipt. Producers claiming a City of Atlanta residence must provide "ORIGINAL" current documents as proof. A driver's license, state issued ID, current electric or gas bill in your name, voter registration card or residential lease with your name can be used. Your Channel Time Application and proof of Atlanta residency must be personally turned into a Playback staff person. Applications will be processed using the date and time on this form. All resident producers using the People TV facilities to create programs/content must provide People TV the First Play of all programs and approved by management prior to use on any other content provider. In order to use the production facility you must be INTRODUCTION certified. People TV membership must be paid in form of money order or cash upon application submission, no credit cards or personal check will be accepted.

Note: If this form is altered in any way it will invalidate the form and jeopardize your status as an Active Producer.

1.) Program Title: _____

2.) Producer: _____

3.) Non-profit Organizations only: Agent Name _____
(Agent must fill out separate form for Organizational Agent and include it along with a letter on the Organization's letterhead, signed by the appropriate officer designating the Agent to act in their behalf). **Membership – One show \$75 Two Shows \$100**

4.) City of Atlanta Resident? Yes No **Membership – One show \$75 Two Shows \$100**

5.) Not a resident of the City of Atlanta **Membership – One show \$100 Two Shows \$150**

6.) Producer's Address*: _____
*** All Post Office Boxes will be treated as Non-residents**

7.) City _____ County _____ State _____ Zip _____ *City Council District _____
_____ *Fulton County Commission District *Required for all City of Atlanta/Fulton County residents.

8.) Home # _____ Cell # _____ E-mail: _____
***Must provide current and active email**

9.) List People TV Certifications: Introduction Location Edit Independent Producer.

10.) Date of Introduction to Television Production Certification _____

11.) Will you be using People TV equipment and/or facilities to produce your program? Yes* No
***Producer will need PTV Introduction certification before this program can be awarded.**

12.) If you answered "yes" to question 11, is this your first season producing at PTV?
 Yes* No ***You may only apply for a special this season.**

13.) Does your program contain strong language? If yes, it will be on the schedule after 1:00am. Yes No (Adult content will no longer be accepted.)

14.) List time slot preferences: Day 1) _____ Time 1) _____
Day 2) _____ Time 2) _____
Day 3) _____ Time 3) _____

15.) Description of program is REQUIRED and must be attached to this application.

16.) You **MUST** check one in each column to describe your Program:

| <u>Length</u> | <u>Runs</u> | <u>Format</u> | <u>Program Status</u> |
|-------------------------------------|---|--|---|
| <input type="checkbox"/> 28 minutes | <input type="checkbox"/> Weekly (16 Shows) | <input type="checkbox"/> MPEG | <input type="checkbox"/> New Program |
| <input type="checkbox"/> 58 minutes | <input type="checkbox"/> Biweekly (8 Shows) | <input type="checkbox"/> Panasonic Mini DV | <input type="checkbox"/> Re-Application |
| | <input type="checkbox"/> Monthly (5 Shows) | <input type="checkbox"/> DVD | |
| | <input type="checkbox"/> Special (1 Show) | <input type="checkbox"/> LIVE | |

| |
|---|
| <p>Producer's Demographic Information for Grant Purposes:</p> <p>Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>Age: <input type="checkbox"/> 18-24 <input type="checkbox"/> 25-59 <input type="checkbox"/> 60 & UP</p> <p>Race: <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> African American <input type="checkbox"/> Caucasian <input type="checkbox"/> Other</p> |
|---|

By my signature I acknowledge all information provided herein to be true and accurate and I agree to comply with the People TV Producer and Volunteer Handbooks which I have reviewed and understand, including the required Minimum Technical Standards and Submission Requirements.

Signature

email address

Date

People TV Producer Agreement and Indemnification Form

I, _____, as the producer of the program/content titled _____, accept full responsibility for the program/content submitted for use by People TV, Inc. and its third parties, including but not limited to: cable providers; state video providers; web, video on demand and streaming hosts. I hereby agree to indemnify and hold harmless People TV, Inc., its officers, directors, and employees; the City of Atlanta, its elected officials, officers, employees, agents and tenants; cable operators and state video providers, for the City of Atlanta; from liability, legal fees and/or expenses incurred as a result of my program/content. I warrant and represent that all programs/content submitted do not contain:

1. Any material which promotes the sale of any product or service, or any material which in whole or part depicts, demonstrates, or discusses products, services, or businesses with the intent or effect of benefiting or enhancing profit-making enterprises.
2. Any advertisement or other information concerning any lottery, gift, enterprise, or similar scheme offering prizes dependent in whole or in part upon lot or chance, or any list of the prizes drawn or awarded by means of any such lottery, gift enterprises or scheme.
3. Any direct or indirect solicitation of funds for any reason.
4. Any materials which would violate any federal or state statute, law or regulation.
5. Any material which is obscene, indecent or defamatory.
6. Any material that is copyrighted or subject to ownership or royalty rights without necessary releases, licenses, or other permissions.
7. Any material that is libelous, slanderous, defamatory or an unlawful invasion of privacy.
8. **Program sponsorships must be approved by People TV before production using People TV facilities/equipment.**

I agree to allow People TV Inc. the right of exhibition of the named Program/ Content as submitted, in whole or in part, on any channel or in any media used by People TV, Inc. and its third parties, including but not limited to: cable providers; state video providers; web, video on demand and streaming hosts.

I agree to provide People TV Inc., upon request, with copies of any releases, licenses, or other permissions as set forth above, obtained by me with respect to the program/content I submit.

I agree to release People TV Inc. and its employees from responsibility if this program/content is damaged, lost or stolen while in their custody.

I agree to have each episode turned in two weeks before the scheduled airdate.

I agree to allow People TV Inc. and its third parties, including, but not limited to, cable providers; state video providers; web, video on demand and streaming hosts the right of First Play before exhibited in any other media.

I agree to allow People TV Inc. to make a copy of my program/content for use by People TV Inc. and its third parties, including but not limited to: cable providers; state video providers; web, video on demand and streaming hosts.

I swear that all information submitted on this application is true and accurate and should any changes occur with the information as supplied, I will promptly update a playback staff member at People TV.

Done this ____ day of _____, _____, in the city of Atlanta, Georgia (or other city as named below as my address).

Producer's Name

Organization's Name (when Non-profit Organization is the Producer)

Address

City, State, Zip Code

Box Below for Office Use Only

| |
|--|
| Applicant Information Verified by: _____ Status: _____ |
| Channel Time Awarded: _____ |

Channel Time Application Cover Letter

As you have probably heard by now, People TV received a reprieve from the mayor and we will be back open for business for 2012. So let's plan for another fun, informative and entertaining year for our viewers. Please look over the revised membership information and responsibilities that will play an important role in keeping People TV from going dark in the future. It is imperative that we all be active and cooperative in the activities and events that will be planned in the coming weeks and months. Please bring a copy of the membership application with you signed and dated.

For your convenience, **Season I 2012 Channel Time Application** and the **grid** of available time slots for the new season are attached and found on the website www.peopletv.org.

Please take a moment to fill out the attached application. **All RESIDENTS MUST RETURN** the application and membership payment in person with proof of residency to People TV **beginning on Saturday, January 7 from 12pm – 5pm**. After 5pm, January 7, resident applications may be submitted **T-TH 12:00p - 6:00p and Fridays and Saturdays 1p-8p in playback through January 27**.

Please be sure to bring the following items with you when you come to apply for a resident channel time:

- Proper proof of your residency in the city of Atlanta and/or completed ALL required organization agent forms for nonprofits. You are **REQUIRED** to provide People TV with **Proof of Residence as stated on the channel time application. You MUST bring an original as well as a copy of your proof of residence for verification if you are applying as a City of Atlanta resident.** People TV will accept a driver's license, electric or gas bill, **notarized** residential lease, state issued ID or voter's registration card with your current street address as proof of residency. (Sorry, but a phone bill, cable bill, bank statement or credit card bill will not be accepted as valid proof of residence.)
- Front and back of Channel Time Application form must be filled out properly and signed.
- Must provide your **City Council and Fulton County Districts** as well as a detailed **synopsis of your program**.
- Handbook Acceptance form and **Membership application signed, dated and Payment Paid**.
- **Memberships paid by money order or EXACT CASH ONLY. No personal checks will be accepted.**

People TV time slots for 2012 programming will be awarded to city of Atlanta residents and/or organization agents by using the process of **First Come-First Served**, Saturday, **January 7 at 12pm**. The back door of People TV will be opened to receive channel time applications from city of Atlanta resident Producers only. **People applying for Specials and Monthlies do not need to apply on Saturday, January 7**. Applications will be accepted in the order in which Producers arrive or are standing in line.

ADULT CONTENT will no longer be accepted. Programming with strong language will be after 1am.

NON-RESIDENT applications will be accepted beginning Tuesday, January 17. Any and all Producers may apply for Special(s) and Monthlies on this date as well

When applying, resident member Producers will be able to select only **ONE of the available time slots and program formats** (monthly, biweekly or weekly). Please look over the enclosed blank grid. You will notice that the grid currently has slots for hour-long programs. If you want to sign up for a half hour show, we will divide the hour slot into 2 half hour slots. It should also be noted that the majority of one hour programs begin at the top of the hour.

The grid will be filled in as each member Producer selects their **Time Slot**. Producers will immediately be given an award letter for that time slot. All applications for a **Second Time Slot** will be an additional \$25 (maximum of TWO slots per Producer) and will be stamped, numbered and placed on a waiting list until all First choice slots are filled.

Once **Second Time Slots** are filled you will be notified by email that you have been awarded the slot and you will need to turn in your program into playback by February 4. **Award letters will not be mailed.** It is your responsibility to be aware of your awarded time slot and requirements for being a Member Producer. Please check the People TV website www.peopletv.org for programming grid updates.

If you produce two programs, you may keep only ONE time slot for the second season of 2012, but **MUST** reapply within the required application dates and be an active member Producer in good standing to receive a second program for Season II.

Remember if you produce Specials, we assign due dates and schedule air-times once the applications have been accepted on or after January 31, 2012.

NOTE: People TV membership MUST BE PAID with application including Second shows!!!!

SCHEDULE FOR 2012 SEASON I

Winter (Weeks 1-8) Monday, February 6 - Sunday, April 1, 2012

**ALL TAPES for programs airing the WEEK of February 6th MUST be submitted
NO later than 5pm on Saturday February 4
(Due to a late start programs are be submitted later than the required 2 weeks in advance)**

Mid Season Break Monday, April 2 - Sunday, April 29, 2012

Spring (Weeks 9-16) Monday, April 30 - Sunday, June 24, 2012

Off Season Monday, June 25 - Sunday, July 22, 2012

Season II 2012 Monday, July 23 – Sunday, December 9, 2012

Summer (Weeks 1-8) Monday, July 23 – Sunday, September 16, 2012

Mid Season Break Monday, September 17 – Sunday, October 14, 2012

Fall (Weeks 9-16) Monday, October 15 – Sunday, December 9, 2012

CHANNEL TIME SUBMISSION DATES

RESIDENTS

Saturday, January 7 12p – 5p
and

After January 7 - applications accepted T, W, and TH 12p - 6p

Fridays and Saturdays 1p - 8p January 13 – January 28

All other applications will be taken in Playback after January 28 on
Fridays and Saturdays 1p - 8p

ONLY NONRESIDENT and resident Applications May be Submitted after January 27

PEOPLE TV Membership Commitment

2012 - Season I

People TV and its supporters were successful in getting additional funding for 2012 which is the final year of the current contract with the City. Let's not let it be the last.

In order for People TV to be successful and have a future beyond 2012, the City is expecting us to raise our profile in the community and raise funds that will sustain People TV in the future. This is a huge task but so much can be accomplished if everyone participates and works diligently towards these goals every season.

To get started, the People TV Membership is being revamped to create opportunities for everyone to participate. Please read below the commitment we are asking of every member in order to help increase awareness and make People TV stronger.

Residents & Nonprofits within the City of Atlanta and Non-Residents

One time slot on Channel

- **Residents** - \$75 per season
- **Non-Residents** - \$100 per season

Two time slots on Channel

Residents - \$100 per season

Non-Residents - \$150 per season

Membership Benefits

- Participate in the resurgence of People TV
- One or two program time slots on People TV
- Bonus show repeats in the overnight
- One People TV email newsletter per season
- Show streamed Live at www.peopletv.org
- One VOD posting for a minimum of one week per season

PEOPLE TV Membership Commitment

2012 - Season I

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Membership Responsibilities for Producers with weekly, biweekly and monthly shows:

- Residents participate in a committee of your choice from the list below. (Nonresidents may participate through free conference calls if you would like to be on a committee).
- To help with increasing awareness and to fund raise, a minimum of 30 minutes during one of your shows will be dedicated to promoting the importance of People TV and asking viewers for donations. You will be provided the proper information for your graphics and a sample script that can be used when asking for donations. (Monthlies will be 15 minutes in one of your episodes)
- Provide a minimum of **two** 30 second promotional announcements during the season. (If you paid for two shows, provide 2 promos for each time slot) These will be used throughout the schedule to promote your show.
- Residents agree to attend meetings, events and activities to the best of your ability.

Signature: _____

Date: _____

PEOPLE TV Committees

Committee Chairpersons Will Serve as an Advisory board to Management Committees May be added and/or Sub-Committees Created

1. Fund Raising / Underwriting – Chairperson – Patricia Crayton

We who care about People TV must realize that for People TV to continue most, if not all of the revenue provided by the City must be replaced by money we raise in the community. Major Fundraising through charitable donations is the responsibility of the People TV Board of Directors and supporters. This committee will help generate funds by organizing and participating in projects like:

- Fundraising team for events – pancake breakfasts, silent auction, selling items etc.
- Program team for underwriting - commercial advertisers can support programming and time periods, days, website in return for logo visibility and institutional underwriting mentions and billboards (may need separate teams raise money for equipment and second team for operating)
- On Air pledge campaigns
- Teams for raising funds for equipment
- Other viable methods of raising money in the community

2. Community Outreach – Co-Chairs - Adrian Coleman-Tyler and Thomas Tyler

For People TV to stay relevant and succeed in Atlanta, more people have to know who we are, how important we are to the community and how they can become involved in public access television. This committee will be responsible for raising the profile and reputation of People TV in Atlanta by organizing and participating in projects like:

- Creating and distributing emails with simple information about People TV
- Setting up booths and handing out information at community events
- Attending community meetings - charities, organizations, government
- Producing and distributing a quarterly newsletter about People TV
- Other activities that make more Atlantans aware of People TV

3. Promotion / Marketing – Co-Chairs - Richard Bowden and Bernard Broome

People TV must be supported by an organized, basic campaign in the media, especially on our own air, that gets more people to watch People TV. This committee would assist in developing promotion and marketing concepts, as well as produce and edit as needed to achieve the goal of increasing viewership and participation in People TV through projects like:

- Promotional announcements to be on the channel about our programs
- On channel announcements to generally promote People TV and the opportunities it provides
- Commercials to run on other media
- Maintain profile on social media - Facebook, Twitter, and YouTube
- Arrange for media interviews or appearances by People TV managers and committee chairs

PEOPLE TV Committees

4. Membership – Chairperson -

New members are a must for PeopleTV and will bring important benefits, including diversity, fresh ideas and new energy. Existing members are crucial to sustaining our membership and continuing the on-channel presence and organization development. This committee will be responsible for setting the goals for the recruitment and retention of People TV members through a process that involves:

- Identify and introduce people, organizations and companies in the City and within the metro area that may be interested in People TV's mission
- Coordinate with producers and invite them to the station and to be on a show
- Inform and educate them on the various aspects of community television
- Get them involved with providing content, taking editing classes or simply supporting People TV through funding and/or serving on a committee
- Create a program for recognizing members for their contributions to People TV

5. Production / Programming – Micah Hicks and Andre Holmes

In order for People TV to remain relevant, our programs and productions must maintain the "public access" concept while providing a good variety of topics with necessary production values. This committee will be responsible for coordinating and helping with the technical aspects of People TV through projects such as:

- Shooting and/or editing promotions, programs or field events for use on People TV
- Develop a standard for studio productions and helping other producers to maintain that standard (maybe WRFG producers for them a show)
- Advise People TV managers on equipment needs
- Advise People TV managers on programming ideas

6. Maintenance / Repairs – Co-Chairs Jim Beattie and

People TV facilities and equipment must be maintained so that producers can effectively and efficiently produce their programs. This committee is responsible for occasionally keeping the building clean and organized as well as keeping equipment operating through projects such as:

- Periodic clean-up of the studios, control rooms and editing areas
- Keeping the prop room and equipment storage areas organized
- Locating props for use on sets
- Advise People TV managers on conditions of equipment and help with basic repairs
- Willingness to provide services within your professional expertise such as plumbing, electrical, floor and carpet cleaning etc.

7. IT/Computers / Website – Co-Chairs

People TV relies heavily on technology, especially computers, to keep the station on the air as well as support the station on the internet. This committee will be responsible for organizing and taking care of computer operations as well as maintenance of our website and Community Bulletin Board - www.peopletv.org through projects such as:

- Understand how the software for computers in our master control work
- Helping to capture content
- Software support, as qualified, for editing, office computers and servers
- Weekly updates on the People TV website and Community Bulletin Board (may need this to be subcommittee and include social networking)