



The Local TV, Inc. Producers' Manual

What is Community Access?

Community Access, or Public, Educational and Governmental (PEG) Access television, allows any citizen of our town access to this station to create programs for broadcast. LTV is part of a nationwide system of access channels ensuring free speech for all citizens.

What is LTV?

LTV is a non-profit organization providing an access television facility for the citizens of East Hampton. LTV provides production classes, studio equipment and studio time to our citizen producers for nominal fees. Programs are scheduled and cablecast free of charge.

Is LTV owned by ALTICE?

No. The cable company provides the Town of East Hampton with access channels and the Town engages LTV to run them. As a non-profit organization, LTV is governed by a volunteer Board of Directors who determines policy based on FCC guidelines in addition to the interests of the community. Since 1984, LTV has managed all PEG programming for the Town of East Hampton.

Where can I watch LTV?

LTV operates 2 channels. **Channel 20** is for the general public and programming is almost entirely produced by local people. **Channel 22** is for exclusive use by our schools and government, and includes all East Hampton Town and Village meetings, and the East Hampton and Springs School Board meetings. LTV also selects and airs educational programs

from a variety of other sources. In addition, we provide live-streaming and limited video-on-demand on our website at www.ltveh.org. LTV also has a robust YouTube channel - government meetings are streamed live and most locally produced shows appear here as well as on the TV channels.

Who funds LTV?

LTV is funded with the franchise fee Altice pays to East Hampton Town and Village. Through contracts with the Town and the Village of East Hampton, a portion of that franchise fee supports much of what we do at LTV. Altice also grants LTV an annual fee for equipment upgrades. Additional funding comes from our contributors, underwriters, grants and production services. LTV funding does not come from property taxes. LTV is a private, not-for-profit corporation, not a Town department.

What does LTV offer?

For our public access producers, LTV has 2 studios available: a talk show set and a kitchen studio. A central Director's Station can control up to 3 digital cameras in one studio at a time. The Director's Station offers camera-control through a digital switcher along with an audio board and a program for graphics. We also have a podcast studio with 2 cameras.

What do I need to know about becoming a Producer at LTV?

You must be a resident of East Hampton or have a resident sponsor (see Local TV, Inc.'s *Policies & Procedures* on our website) and have taken the Production Workshop offered at LTV.

What are my responsibilities as a Producer?

As a Producer, you are solely responsible for the shows you put on the channel. Therefore, you must have written permission to use material that is not your own and you must get signed releases from individuals who appear on your show.

What kind of programs can I make?

You are free to express yourself in any way you like. However, the FCC prohibits lotteries, pornography as defined by community standards, advertising, and libelous material. (Please see “LTV Access Program Content” in *Policies & Procedures* on our website.)

Will anyone edit or censor my program?

No. However, if a program violates any of the restrictions stated above, or if it is technically substandard, we will return the footage with suggestions on how it can be changed to become suitable for airing.

Does my program have to be produced at LTV?

No. The studio facility and equipment are provided if needed. Any finished footage you have produced or which you have permission in writing to air may be submitted as long as it meets the standards set in LTV’s *Policies & Procedures*, available on our website www.ltveh.org.

How do I get started?

Everyone interested in becoming a producer must take LTV’s Production Workshop as a prerequisite to become an LTV Producer. Even if you are a seasoned professional, knowledge of our particular system is a must for any producer.

Does LTV provide a crew?

LTV staff technicians are present to monitor audio and direct the show.

When will my show be run on Channel 20?

All shows will be submitted to the Programming Director who will work out a schedule for airing. If your show is a series, you will be given a regular time slot quarterly.

Producer Info

- The studio comes equipped with chairs and a backdrop. LTV has limited props and we encourage all producers to individualize their show by bringing in their own props or furniture – anything that you think will give your show an individual look. You are in charge of set up and striking your set.
- Submit all necessary forms to our Programming Director. *Your show cannot be aired until all the paperwork is submitted - no exceptions.*
- Schedule studio time by calling 631-537-2777, ext.110. All studio rental fees must be paid at time of show. The studio is rented in one-hour time increments for a 1/2 hour show (15 minute set-up / 30-minute recording / 15-minute breakdown).
- Studio rental fees include recording media, and technical support by an LTV Staff Member. Shows that require rehearsal time must book additional time separately. These studio fees do not include fees for digital files of the program.
- *If you plan to use any musical instruments, photographs, or video during your show, you MUST consult with LTV at least 1 week before the scheduled studio time.* Extras like this take time and expertise, and might incur an additional cost.
- All shows are considered the property of the producer and LTV. If you do not want your show duplicated or put on our Video-on-Demand, we will honor your request, however, your show will become part of our permanent archive. The archive has become a valuable resource for the community. And remember, if you film your show in an LTV studio for the public access fees, it MUST BE BROADCAST on LTV, otherwise, it is considered a commercial event and will be charged accordingly, or not filmed at all.
- Producers cannot use the name of their business as the title of their show and they cannot have their logo up as a bug during the show.
- Producers can have their business underwrite/sponsor the show, in which case the logo can go into the end credits to thank the underwriters/sponsors and they can verbally thank their sponsors during the show.
- Producer's commercial business websites can be used for contact information in the closing credits only.

Questions about:

Scheduling a Production Workshop or Studio Time?

Contact Tess Quinlan, Associate. Producer, Studio Operations: tess@ltveh.org

Residency Verification, Program Scheduling?

Contact Patrice Jacobsen, Programming Director: patrice@ltveh.org

Want to rent the studio for an event or a commercial project?

Contact Josh Gladstone, Executive Director: josh@ltveh.org

For more information visit: www.ltveh.org

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