



HCTV Submitted Programming Guidelines

These are the guidelines that must be followed for all programs submitted to HCTV for cablecast on the Village of Homewood cable channel.

1. All programs to be submitted shall include a completed Application for Cablecast form (available from the village).
2. All Programs shall be no less than 10 minutes in length and not exceed one hour.
3. HCTV only accepts programs recorded on DVD (+/- R only) or VHS Cassette Tape media.
4. HCTV requests that the submitted program DVD media shall not contain a "Menu". *(However, we do realize that in some cases this may not be possible and will except DVD media with a basic "PLAY-ONLY" menu choice.)*
5. All submitted shows must include an opening title(s) listing the show name, and sponsoring organization or producer.
6. All submitted shows must include a closing title(s) listing all appropriate copyright information and production date.
7. All submitted programs must fully comply with the Homewood Community Television Policies & Procedures documentation regarding Programs for re-broadcast. (see the attached section pertaining to acceptable production guidelines.
8. In accordance with the Homewood Cable Policies & Procedures, All submitted programs will be previewed for guideline approval, by HCTV prior to airing.
9. HCTV *typically* programs shows to run three times per day for approximately two weeks.
10. All submitted shows will not be returned and will become the property of HCTV.