



# 10 Ways for Teachers & Students to Utilize Napa Valley TV

**Be On TV! • Teacher Training • Student Training • Equipment & Facility Use  
Field Trips & School Visits • Family Memberships • PSAs • TV Bulletin Board**

## **1) Become a member and submit shows. Whether you are a school, teacher, or family, submitting videos to air on TV is as simple as 1, 2, 3!**

1. Burn a copy of your student/class masterpiece onto a recordable DVD making sure to label it appropriately. Attach a note listing the program's title and a brief description for Comcast's TV guide.
2. Submit your DVD to Napa Valley TV through the mail or drop it off at the NVTV station in Room C3 on the Valley Oak High School Campus.
3. E-mail Justin Bernard, our Programming Manager, at [justin@napavalleytv.org](mailto:justin@napavalleytv.org) to let him know that a video is on its way!

**That's it!** Justin will schedule your program to air and e-mail you back with the program's scheduled time so you can tell students to tune in and watch.

## **2) How to watch programs submitted by students on Napa Valley TV**

Educational institutions' programs are featured on Comcast Channel 27 and U-Verse Channel 99. Napa Valley TV programs also stream live at [www.napavalleytv.org](http://www.napavalleytv.org). Additionally programs are archived on our website for viewing "on-demand." Through TV and online broadcasting, students' programs may be viewed by their fans around the world!

## **3) How to utilize NVTV's teacher training**

Schools that are members may contact NVTV Executive Director James Raymond to arrange a teacher training, request a tour of the TV station and/or an overview of our services. E-mail [james@napavalleytv.org](mailto:james@napavalleytv.org) or call (707) 257-0574.

## **4) Student Training in TV and Video Production**

Our staff are available to train students as well as teachers in TV Production and Digital Editing. We charge a flat fee of \$50 per hour for training. TV Production classes may serve up to ten students. Editing classes serve four students at a time.

## 5) How to Check Out Equipment or Use Our Facilities

Teachers trained in video production may contact Alyssa Calhoun, at (707) 257-0574 or [alyssa@napavalleytv.org](mailto:alyssa@napavalleytv.org) to reserve use of our equipment or facilities. We allow one camera/equipment set to be checked out for up to three days. Members who use our equipment must submit the videos they create to air on NVTV.

## 6) May my class create an ongoing, TV series?

Not only do we allow this... WE ENCOURAGE IT! We would love nothing more than to see more ongoing series programs produced for students, by students! *Either the school or the student (their family) must be a NVTV member to produce a TV show.*

## 7) Take a field trip to Napa Valley TV or Invite NVTV to visit my class

We encourage teachers to bring classes to visit or to invite us to visit your class. Our free, school visits are based on staff and/or volunteer time available. Please contact Alyssa at (707) 257-0574 or e-mail [alyssa@napavalleytv.org](mailto:alyssa@napavalleytv.org) to schedule.

## 8) May families in my school become members of Napa Valley TV and use the station after school or during the summer?

YES! We offer affordable family memberships and a summer boot camp for students in middle and high school. Families can also take advantage of our open studio on Thursday afternoons to film their shows.

## 9) Public Service Announcements (PSA)

Our PSA service is a free community service we provide to help nonprofit organizations in Napa County get their message out. We are happy to help you make a one minute free video PSA. It is not necessary to be a member of Napa Valley TV to produce a PSA. To make an appointment email [Justin@napavalleytv.org](mailto:Justin@napavalleytv.org)

## 10)TV Community Bulletin Board

NVTV offers this free service to help promote school programs and fundraisers. If you would like to submit your event to the Community Bulletin Board or would like more information please email [communitycalendar@napavalleytv.org](mailto:communitycalendar@napavalleytv.org)

To learn more

E-mail: [james@napavalleytv.org](mailto:james@napavalleytv.org)

Phone: 707-257-0574

Open Monday – Friday, 10am - 6pm



Napa Public Access Cable Television

Mailing Address: PO Box 4347, Napa, CA 94558 707-257-0574

Location: Pueblo Avenue, Valley Oak High School, Room C3, West of the Boys and Girls Club