



Submission Guidelines

NPACT specifically wishes to encourage programming designed to meet the general and specific needs of the Napa Community and to reflect the values and interests of the community.

Program Submission

1. Public access producers shall complete and submit a Channel Use Agreement for each program they wish to air and meet with NPACT staff to review anticipated utilization of NPACT equipment and facilities. NPACT staff will provide guidance and assistance, upon request, in planning a production.
2. Each producer is required to take the "Producer's Orientation" workshop prior to submitting his or her program.

Programming Types

There are several types of programs that members may produce:

1. Bulletin Board:
 - A. The bulletin board is a series of text and/or pictorial slides that appear on the screen on both channels 27 and 28. Any educational entity or nonprofit organization serving Napa County may submit bulletin board slides.
 - B. NPACT staff reserve the right to remove bulletin board slides if the information is dated.
 - C. NPACT staff is responsible for managing the bulletin boards.
2. Public Service Announcements:
 - A. Any Napa County nonprofit or educational entity may produce a public service announcement or PSA.
 - B. PSAs may be text, text with voice-over, or video.
 - C. PSAs typically announce events, fundraisers, membership drives, or otherwise highlight the work of the organization.
 - D. PSAs should be less than 5 minutes.
3. Disclaimers:

- A. Members may be allowed to submit a disclaimer to be shown before or after any program that they believe unfairly or inaccurately characterizes any person, organization, or other entity.
 - B. Disclaimers may be text or text with voice-over.
 - C. Members producing a disclaimer must take the Producer's Orientation workshop prior to airing the disclaimer. Disclaimers shall be aired for no more than 30 seconds in length.
4. Programs produced outside Napa County:
- A. Members may submit noncommercial programs produced outside of Napa County.
5. Programs produced independently of NPACT:
- A. Members may submit programs that are produced at other facilities, on non NPACT equipment if the program meets NPACT technical requirements.
6. Series programs:
- A. Members may produce a regular series of programs which will air at the same time each week.
 - B. To qualify as a series the same program may not air more than two consecutive months and no more than three times total.
7. One time program:
- A. Members may produce a program that airs only one time or only for one month.
8. Live Program:
- A. Members may produce a live program, based upon availability of designated live program time slots.
 - B. Live programs are subject to specific policies outlined in the Live Programming Policies and Procedures.

Privacy and Rights

1. Producers of public access programs retain all rights to the content of their program. Producers must secure all releases of copyrights, talents, etc. and any other necessary permissions or legal clearances to use materials included in the program. The producer's signature upon a Channel Use Agreement certifies that the producer assumes full responsibilities for program content, and releases NPACT and its staff from any liability of legal fees and expenses or legal challenge that may be incurred as a result of the cablecasting of the program. This agreement also gives NPACT

limited right to cablecast or to repeat the program on the channel and stream/archive the program on Napa Valley TV's website, www.napavalleytv.org.

2. Programming and scheduling of programs will be the responsibility of the Production Manager or designee. Members wishing to submit a program for scheduling will obtain a Channel Use Agreement and meet with the NPACT Production Manager to determine available dates and times for airing the program. Members under the age of eighteen will need a parent or legal guardian to sign the Channel Use Agreement.