

How to Get A Project Started & Book Equipment, Studio & Edit Rooms at NewTV

Have a meeting with Judi to register your "Program Proposal" In the NewTV Computer Database.

It will be assigned a Project #.

We'll discuss what equipment you'll need, how to book equipment and production rooms, how to find crew, what classes you or your crew might need to take, how to make reservations, along with specific issues about your production.

Every producer is initially given 3 months to complete a project; extensions are granted as needed. This gives us a chance to check in with you on an ongoing basis and to offer more assistance.

Book your Camera Equipment, Edit Time, and Studio

Reservations by calling in or coming in and speaking to the "Staff on Duty." (x116). Only the Project Producer can reserve, pick up, or return booked equipment, or use the production facilities.

Check-Out and Check-In Times for Equipment:

Mon.-Thurs.: Noon-1pm & 5-7 pm

Friday/Sat./Sun.: Noon-1pm & 4-5:30 pm

Length of time allowed in Studio per day: 6 hours.

Length of time allowed in Edit Room per day: 4 hours.

Remember: You can always ask "Staff on Duty" person to go over any camera parts or operations that you're not sure of - before you go out on a shoot. And, you can ask them questions about Linear or Non-Linear Editing if you get stuck or confused while editing. The Staff on Duty will turn on studio equipment and be available to answer questions and trouble-shoot equipment problems during a studio production.

You can also request (thru Judi) Crew for assistance (studio, location, editors) with your project, as there are some NewTV members who've taken the production courses and are available to assist others.

NewTV Hours:

Mon.-Thurs.: 10am - 9:30 pm

Friday: 10am - 6pm

Saturday.: 10am - 6pm

Sunday: Noon - 6pm

(See current Newsletter for seasonal Holiday schedules)

Once Your Show is Completed:

Meet again with Judi to discuss promotion and to talk about air times on the public access channel.

Promotion can include:

Using our on-air Community Bulletin Board (copy and video).

Showing you how to write a Press Release for local newspapers and newsletters.

Produce a PSA or Promo for your show and asking other members and staff to include it in their shows.

NewTV automatically lists your show on our Web Page weekly Program Schedule and in the Tab Prime Time weekly listings; all new productions get a mention in our "Constant Contact" listing, as well as on a rotating basis. All series are listed in our quarterly newsletter.

All individual features can receive up to 8 cablecasts over the course of time (within a week, over a month, over a few months, etc.).

Features can be any length.

All Series (2 or more shows with the same main title and same length) will be assigned a "Home Slot" and each episode in the series can have up to an additional 7 repeat time slots over time (as with features). All episodes in a series must be exactly either 29 minutes or 59 minutes in length. NewTV can provide PSAs and filler tapes to add to shorter episodes, or a producer or editor can use graphics to fill up the time.

Programming (Getting a Time Slot):

Programming is done at NewTV by the Programmer on a weekly basis, and our programming week begins each Friday at 10:30 am.

All shows for that week need to be submitted by Noon on the

previous Wednesday. If a program is "new", it should be submitted to the Public Access Coordinator by Noon on Tuesday of that week for technical review only. We require that a new series submit three episodes initially, if possible, in order to start the run of the series. The Public Access Coordinator is also responsible for showing the Producer how to fill out tape labels and the Episode Submission Form.

How to Promote Your Show!

- Fill out a form for the Community Bulletin Board (C.B.B) to air. You can include a 30sec. video clip with this listing as well.
- Design a Web Page and link to www.newtv.org.
- Write a Press Release for the Tab Calendar, Boston Globe, etc.
- Produce a PSA about your show and ask other producers to air in on their show.
- Make fliers to hang around town.
- NewTV will automatically list your show every week on our Web Page Program Guide.
- Your show will sometimes be included in the listing we send to the Tab every week (limited space).