



Cablecast/Programming Procedures

(Revised February 2006)

1. INFO TV-12 airs programming from 8:00am to Midnight, seven days a week on the Bighthouse Network cable system in Farmington, Farmington Hills, and Novi.
2. The Community Bulletin Board runs from Midnight to 8 a.m., 12 p.m. to 1 p.m., 6 p.m. – 6:30 p.m. 7 days a week.
3. A presenter is the resident who signs the “Application for Cablecast” form and submits a program for playback. The presenter is not necessarily the program producer, but has received producer permission for cablecast.
4. Only Residents may sign the *Application for Cablecast & Statement of Compliance (“cablecast form”)*. A “Resident” is defined as someone who resides, owns property or a business, is employed, in the cities of Novi, Farmington or Farmington Hills. All Residents signing for Outside Programming (programs produced by non-residents) will be contacted to verify residency and their sponsorship of the program.
5. Anyone submitting and/or sponsoring a program to INFO TV-12 must first attend an Orientation.
6. All producers must provide their own tapes.
7. Each tape must have its own cablecast form.
8. No more than two programs per tape.
9. Cablecast forms must be placed inside the tape case, or attached with tape, rubber band, etc. A loose form may get separated from your tape and cause your program not to be aired. Incomplete forms may result in delay of cablecasting of program.
10. Every form must be filled out completely. Filling out your form completely ensures that we will be able to catalogue and program your show accordingly. SWOCC staff accepting your tape may confirm any missing or confusing information with you before accepting the tape.
11. Both the tape and its case must be labeled with the Program Name(s), exact Total Running Time(s) (TRT).
12. All shows submitted for cablecast must contain a leader of at least 30 seconds of color bars and tone, 10 second count down, and a slate. The program must begin within the first two minutes of the tape. A minimum of 30 seconds of black must immediately follow the program.
13. Tapes must be submitted in Digital Video (DV) format (Mini-DV, DVCAM, DVC Pro) and recorded in SP. For your convenience, residents may schedule use of the dub rack at SWOCC Studios to dub programs to either of these formats if needed. Contact the Public Access Coordinator for details and scheduling.
14. A program will not be cablecast unless it meets certain standards, specifically:
 - The audio must be free of hum, with levels of at least -7db
 - Video levels of at least 30 I.R.E
 - Video must have solid control track and display limited video drop out.
 - All FCC guidelines.
15. All Public Access programming must be submitted at least 2 weeks prior to the Monday of the week in which it will be scheduled. If not received by 4 p.m. Monday it may be held until the following week. This allows for program input and schedule publication.
16. SWOCC can accept only one month's programming (up to 4 hours) since it cannot store nor be responsible for tapes submitted over the allotted amount.

