

## Channel Time

To help generate consistent viewership, MTN schedules Series programs in weekly 30 minute and 1 hour timeslots, subject to availability of channel time. An individual producer may schedule a maximum of two separate timeslots for two different Series programs per week. No producer may exceed two hours of Series programming per week, however, producers are open to submit Stand-Alone programs aside from Series programs.

## Program Content Restrictions

All producers are subject to suspensions if they submit programs with any of the following MTN policy violations:

- Commercial business addresses
- Commercial business phone numbers
- Prices for ANY product, service, or event
- Advertising material
- Solicitation of ANY kind for donations
- Obscene material
- Libelous or slanderous material
- ANY lottery information
- Underwriting credits longer than 30 seconds
- Underwriting credits containing comparative or qualitative language about the underwriter

## To Make a Program Submission

Anyone seeking to make either a Series or Stand-Alone submission must do the following:

- Attend the Free MTN Orientation
- Submit a Series or Stand-Alone Channel Time Request Form (located at MTN's main entrance)
- To initiate a Series program- submit three completed episodes of program with a Time Request Form
- Comply with MTN policies as stated in [MTN's Handbook for Public Access](#)

## Media Formats

MTN accepts tapes recorded on DVCAM, Mini-DV or DVD formats. ALL OTHER forms of media will be RETURNED without airplay. DVD-R is the most compatible DVD format for playback. Audio may be on channel 1 or 2 but NOT in hi-fi. All tapes must be recorded at SP or DVCAM speed. Extended play modes (EP, LP, or SLP) will not be accepted.

Tapes and DVDs WITHOUT a case will be regarded as UNPLAYABLE.

## Media Playback Requirements

All tape submissions to MTN must include:

- 1 minute of color bars and tone at the beginning of the tape.
- 10 seconds of countdown before the program. (The countdown should start at 10 and end at 2 and be followed by two seconds of black before the first frame of the program.)
- ALL tapes submitted must include at least one minute of black at the end of the program.
- A PROPER CASE

All DVD submissions to MTN must:

- Contain only the program.
- NOT contain multiple chapters or menus
- NOT contain black before or after the program
- NOT contain color bars
- NOT have a sticker on the DVD
- HAVE A PROPER CASE

## Media Label Requirements

All accepted media will be marked with the following information:

- Title of program
- Your name
- Title of episode
- Your contact information
- Total running time
- Date for airplay

## TRT (Total Running Time)

The total running time of a program refers to the actual time (in hours, minutes, and seconds) between the first and last frame to be aired. The TRT does not include length of color bars, countdown, or black at the beginning or end of the tape.

For a Series program that maintains a 30 minute timeslot the expected TRT is 28:30.

For a Series program that maintains a 60 minute timeslot the expected TRT is 58:30.

Programs exceeding timeslot lengths will be cut at the discretion of MTN.

## Playback Schedule

The playback for Series programs adheres to the following schedule:

<u>Scheduled Play</u>	<u>Show Due</u>
Monday	Friday, 10am
Tuesday	Friday, 10am
Wednesday	Monday, 10am
Thursday	Tuesday, 10am
Friday	Wednesday, 10am
Saturday	Thursday, 10am
Sunday	Thursday, 10am

## Maximum Number of Repeats

MTN reserves the right to cancel a Series program without notification after all episodes have aired in the assigned timeslot FOUR times. When a timeslot has been deemed abandoned it will be opened for the use of other programming. MTN encourages producers who lose their timeslots to apply for new timeslots or simply submit their programming in Stand-Alone form.