



Comcast Public Access Operating Policies

Virtual Training



COMMUNITY
MEDIA
STUDIOS
Powered by Comcast

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Welcome

To your Comcast Community Media Studio!



**COMMUNITY
MEDIA
STUDIOS**
Powered by Comcast



 Click play to discover more about Community Media Studios.



Getting Started

Throughout this course, you will learn about:

- Ways to get involved with Community Media Studios.
- Different roles that are available to trained participants.
- Requirements for utilizing Comcast's Facilities and Equipment.
- Guidelines for Program Content.
- The process for utilizing the Access Channels and Community Bulletin Boards (CBB).
- Comcast Rights.



Topic

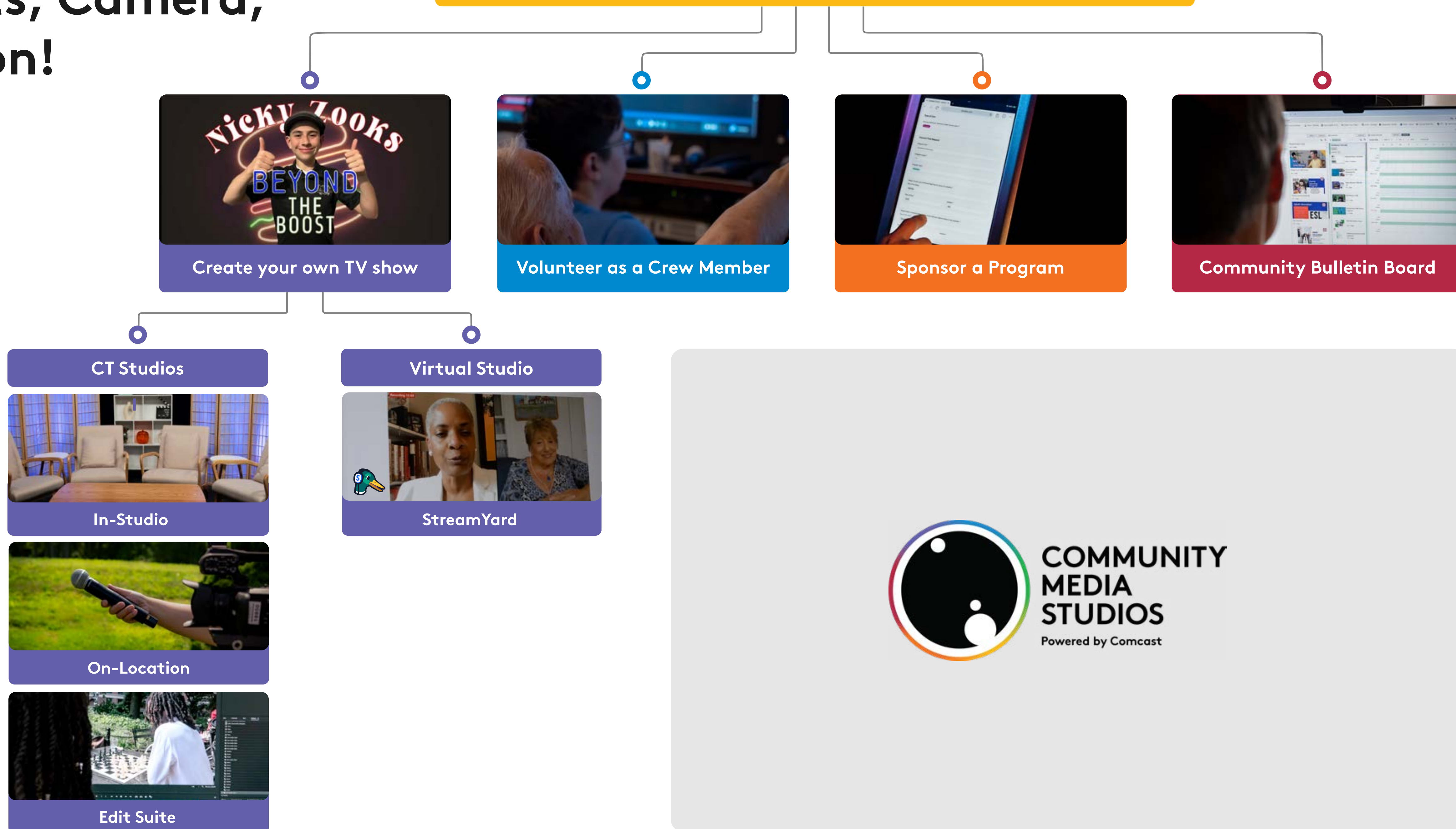
02

Involvement with Community Media Studios



Lights, Camera, Action!

Ways to get involved with your Community Media Studio.





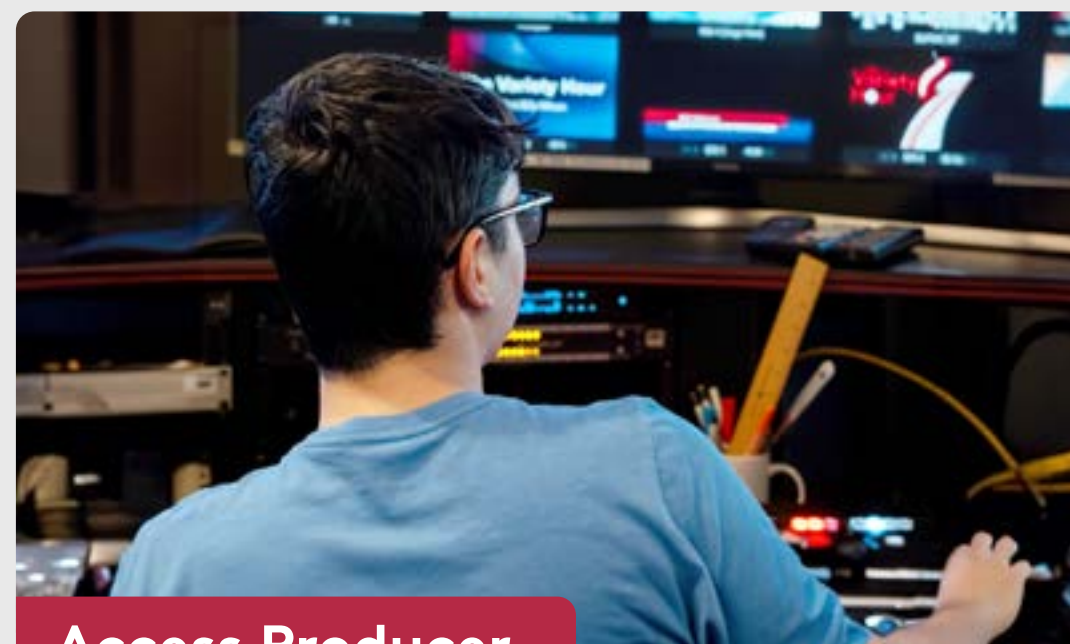
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03

Different Roles for Trained Volunteers



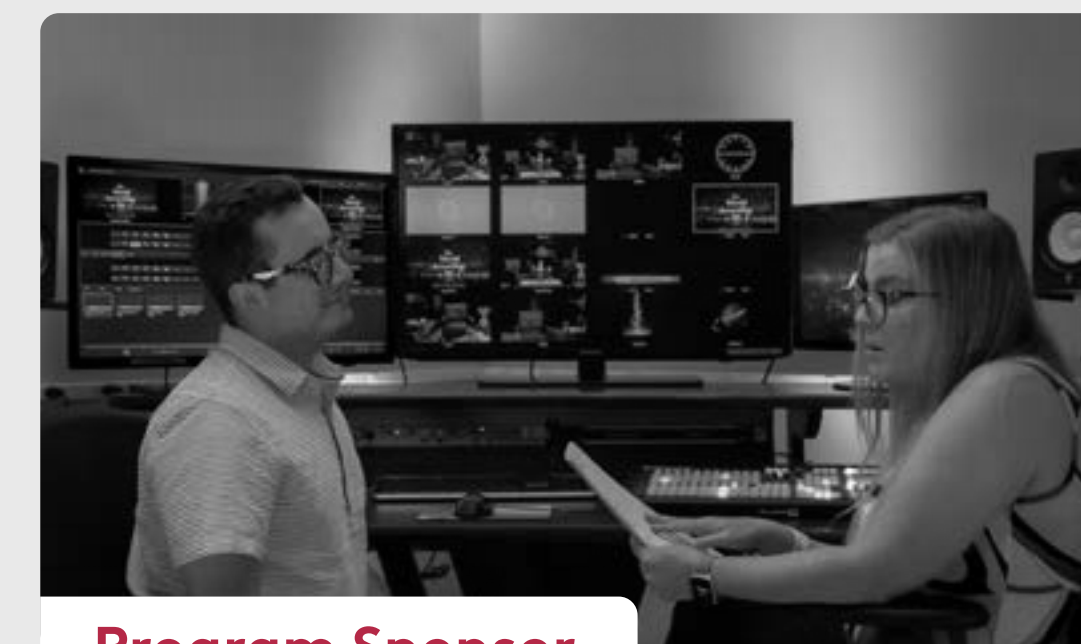
How to Become an Access Producer, Access User, or Program Sponsor



Access Producer



Access User



Program Sponsor

An Access Producer oversees all aspects of Public Access usage for their show, serving as Comcast's main contact and assuming responsibility for program content and liability as outlined in the Comcast PEG Access Operating Procedures and the Access User Agreement/Channel Request Form.

To become an Access Producer, you need to:

- Complete the Access Agreement.
- Provide proof of residency or association with a nonprofit in the franchise.
- Complete required training(s).
- Complete the Access User Agreement/Channel Time Request form.
- These forms can be found on our website under the "get Involved" section for your local studio.

An Access Producer's responsibilities include:

- All aspects of the production, including guest coordination, pre-production support, and set design.
- Providing an adequate number of Comcast-trained crew members.

Important:

- Producers must secure written approvals, clearances, talent releases, and licenses for non-self-owned copyrighted material.
- Failure to provide proof will result in suspension of the program until cleared.
- Notify Comcast of any non-Public Access programming use.
- Refer to our Operating Policies for details.



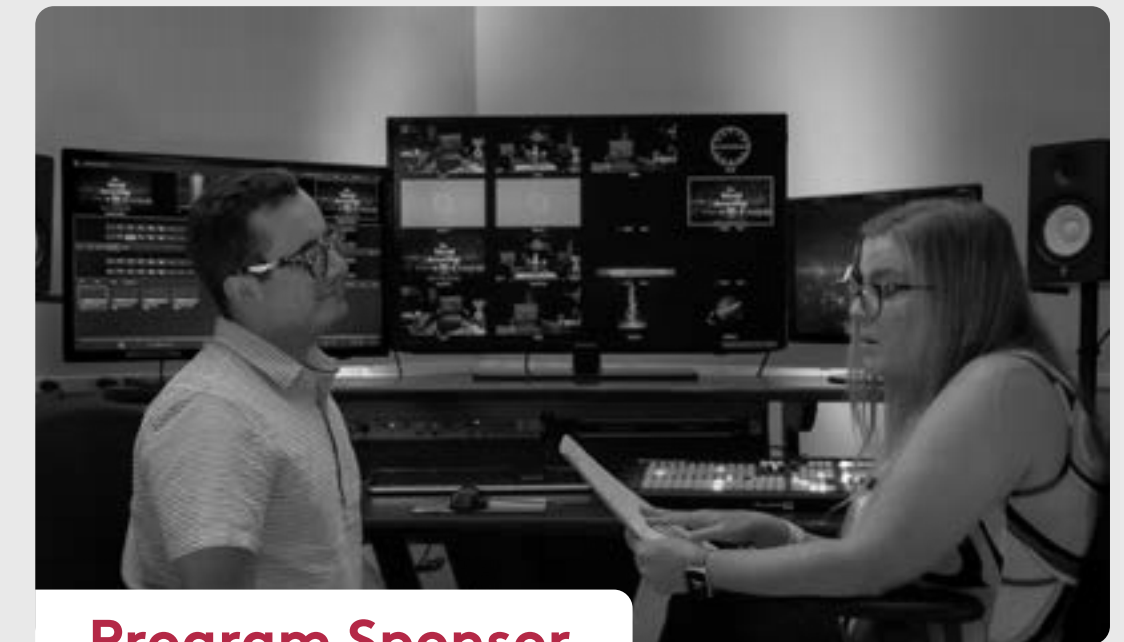
How to Become an Access Producer, Access User, or Program Sponsor



Access Producer



Access User



Program Sponsor

An Access User is a resident of a Comcast franchise area or a representative or an employee of a nonprofit or governmental organization that serves this franchise area, who utilizes Public Access.

To become an Access User, you need to:

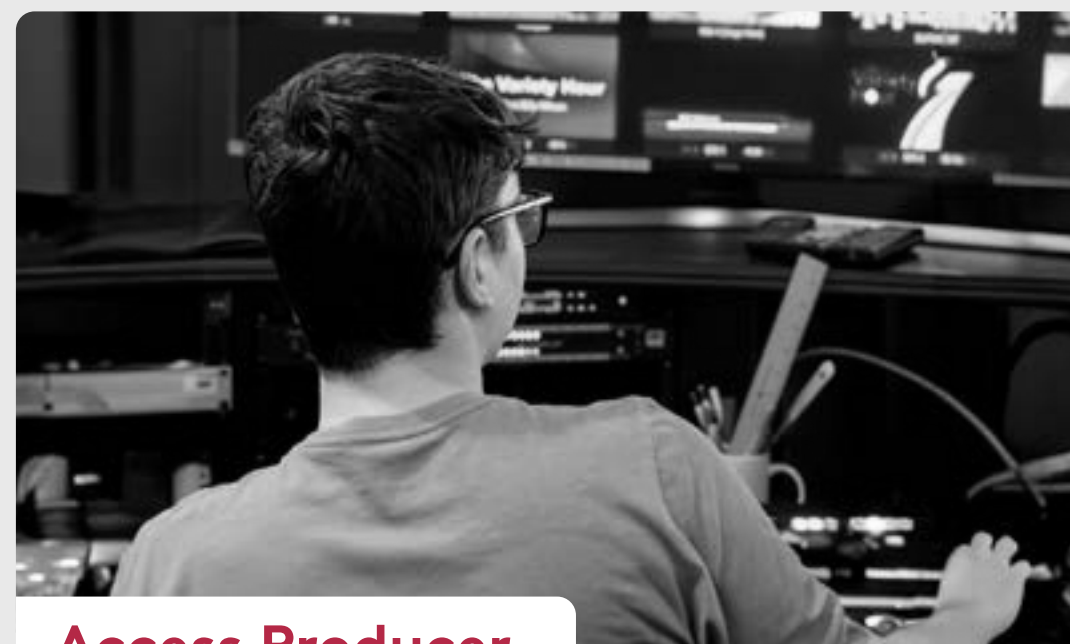
- Complete the Access Agreement.
- Provide proof of residency or association with a nonprofit in the franchise.
- Complete required training(s). (Ask your local Access Coordinator for a list of available training.)

Important:

- Minors need parent/guardian consent and an adult companion in Comcast facilities.
- Access Users should not claim affiliation with Comcast on or off camera.
- Avoid using Comcast logos or branding without permission.
- Refer to our Operating Policies for more details.



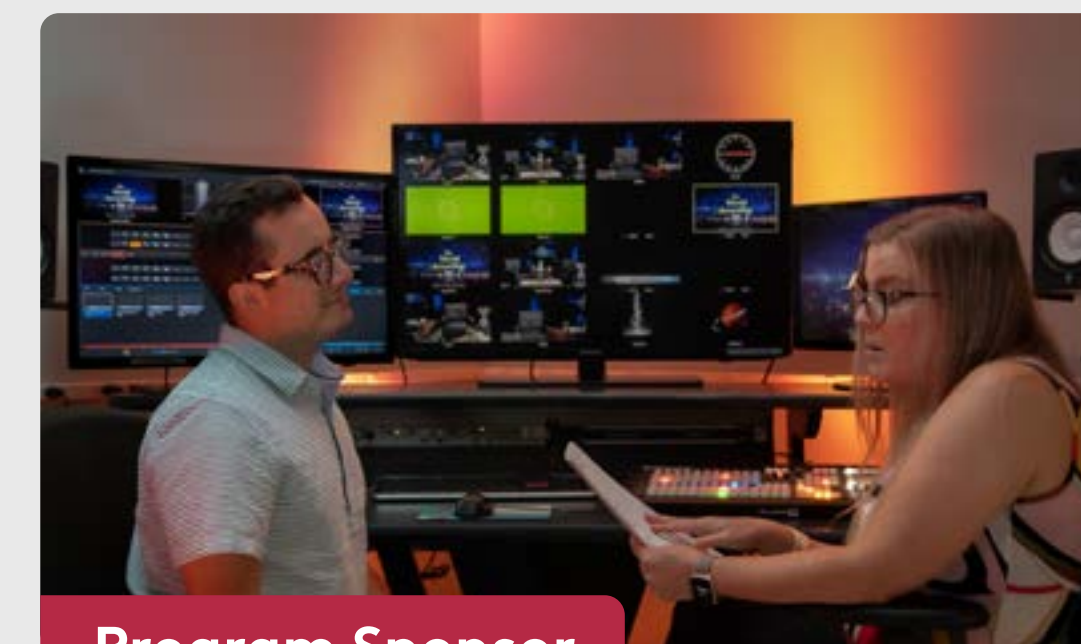
How to Become an Access Producer, Access User, or Program Sponsor



Access Producer



Access User



Program Sponsor

A Sponsor is a resident of a Comcast franchise area or a representative or employee of a nonprofit or governmental organization that serves this franchise area who submits programs to be aired on the Access channel.

To sponsor a program that is produced outside this franchise area, you need to:

- Be a resident of this franchise area or represent a nonprofit in the franchise area.
- Complete the Access Agreement Channel Time Request form.

Important:

- Nonprofit organizations or local, state, or federal agencies serving the franchise area can submit related programs with only one representative as sponsor.
- The organization need not be local, but the representative must prove service in the franchise area.
- The local sponsor is required to act as the producer's representative and is responsible for:
 - Completing the Access Agreement
 - Providing proof of residence or nonprofit association
 - Securing approvals clearances and licenses for copyrighted material.



CHANNEL 74

Topic

04

Studio and Equipment Usage





Studio Usage



Edit Suit Usage

Access Users and Producers residing in one of the 28 CT towns served by our **four local studio facilities** can make a **reservation to use our Studio and Edit Suite** once they have completed their training.

Facilities and equipment are available on a **first-come, first-served** basis, and reservations should be made with staff at least **one week in advance**.



Field Equipment Usage



- Field Equipment is available to trained Access Users who are expected to submit channel content.
- Equipment must be kept secure, protected from extreme weather, and not left in vehicles overnight.
- Do not leave equipment unattended during use.
- Borrowing limits are 24 hours during the week and 72 hours over the weekend. Longer loans require staff approval.
- Permission is required for use outside the franchise area.
- Checked-out equipment is non-transferable.
- Equipment cannot be used for commercial purposes or personal gain. Violators may lose privileges and must reimburse Comcast.
- Equipment must not be modified or tampered with.
- Misuse or abuse may result in retraining and testing, and loss of privileges.
- Damage caused by policy violations may lead to loss of privileges and financial obligations.

Topic

05

Program Content



Responsibilities & Restrictions

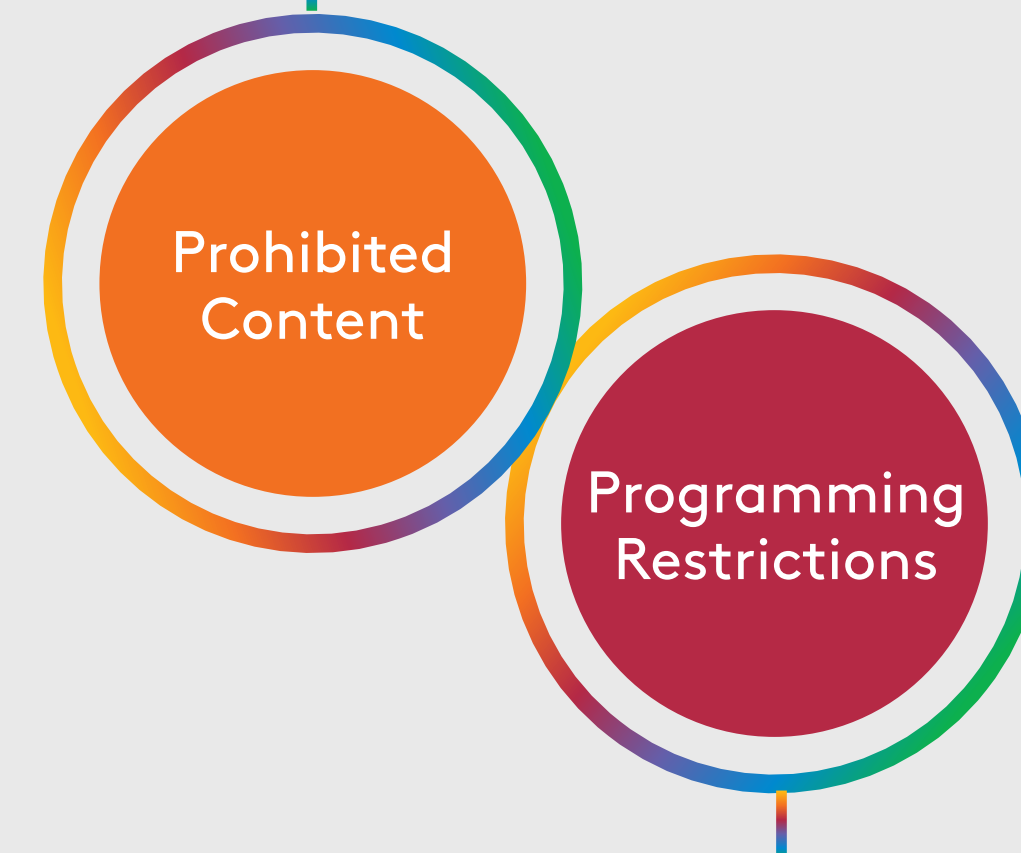
By law, Comcast may not exercise any editorial control over Public, Educational, or Governmental use of access channels, except as noted in the Comcast Operating Policies. However, Comcast does have the right to review a program at any time.



Channel 14

The Producer/Sponsor is required to ensure that such program content will not include:

- Commercial advertising
- Solicitation of monetary donations or contributions of any kind
- Lotteries
- Obscene or indecent material
- Libel, slander, content promoting immediate danger
- Invasion of privacy or publicity rights
- Trademark or copyright
- Violation of local state or federal law.



Other programming restrictions include:

- Access Users and others may not use access facilities or programming for personal gain. Violators risk losing privileges and reimbursing Comcast for facility access and services.
- Public Access Users are not obligated to present viewpoints other than their own. Residents with diverse viewpoints are encouraged to use Public Access to express those ideas.
- FCC rules on equal time for political candidates do not apply to Public Access.



Topic

06

Using the Access Channel and Community Bulletin Board

Using the Access Channel



First-Come, First-Serve

Channel time is assigned on a first-come, first-served basis, subject to availability, and is specific to the reserved program, nonreplaceable, and non-transferable.



Channel Time Request Form

A Channel Time Request form must be completed for each program and submitted at least two weeks before the desired air date.



Submit One Finished Episode

Producers/Program Sponsors must submit at least one finalized episode with all required approvals and clearances to schedule channel time.



Failure to Meet Program Deadline

If a series Producer or Program Sponsor consistently fails to prepare a program for a scheduled cablecast, the staff may reassign the time slot to others.

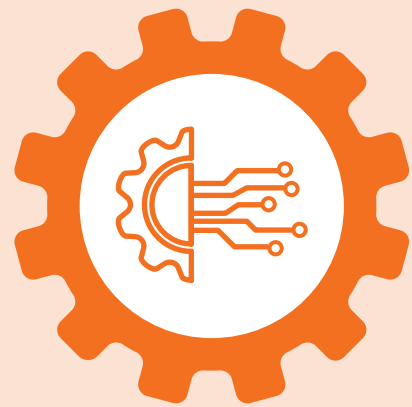
Submitting a Program

Let's now explore the important points that you need to know before submitting your program.



Use the Digital Content Delivery Form

All programming must be submitted with a Digital Content Delivery Form, at least two business days prior to the scheduled airtime.



Use Comcast Facility Compatible Technology

All programming must be submitted in a format that is compatible with the available technology at the local facility.



Ensure Adequate Training

Comcast staff reserves the right to pre-screen programs to ensure technical standards are met. Additional training may be required for Access Users who continue to display technical deficiencies.



Disclaimer

Comcast cannot be held responsible for a failure to air programs as scheduled for any reason.



Viewing a Program



Program will be broadcast to the local Public Access Channel in a scheduled timeslot as well as simultaneously streamed to the Community Media Studios Website.



Our Video on Demand and Facebook content provides viewers the opportunity to watch their favorite locally produced shows when and where it's convenient for them.

Note:
Comcast will determine which programs are eligible for distribution on these platforms.

The Community Bulletin Board

The Community Bulletin Board is a digital messaging system running on the channel in-between programming.



It is available to nonprofits and local agencies for announcements or event information.

Message requests should be submitted at least one week prior to the desired starting date.



Topic

07

Comcast Rights

Comcast Rights



Comcast has the right to review all footage, media, and programming, at any time for compliance with the policies.



In accordance with the guidelines above, Comcast will determine which programs are eligible for distribution and retains the right to post a program or portions of a program on our media platforms that incorporate live streaming, video on demand, social media, and any other broadcast technology.



Comcast reserves the right to insert the following disclaimer before or after a program. "The views expressed in the following [or "preceding"] program are those of the individual producer and do not necessarily reflect those of Comcast. Comcast is not responsible for the production or quality of the program."



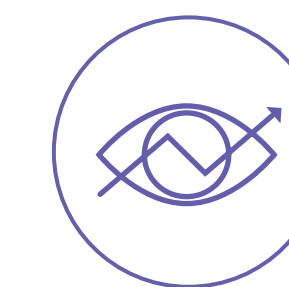
If Comcast makes a good-faith determination that the subject material in a program may offend some viewers or may not be appropriate for children, Comcast may add the following announcement to the beginning of the program: "The following program may contain sensitive material. Viewer discretion is advised." Comcast reserves the right to run potentially offensive programming at later time periods. Failure to notify Comcast of potentially offensive material prior to a program or episode airing may result in loss of privileges.



Comcast may request a courtesy credit, such as: "The preceding program was made possible through the production facilities of Comcast."



Comcast reserves the right to suspend or revoke the privileges of any Access User for violations of the Comcast Public Access Operating Procedures and Agreement. Comcast may also require any Access User to reimburse Comcast for any damage caused to Comcast's facilities and equipment as outlined in this document.



Comcast reserves the right to review all definitions and policies contained in this and related location-specific documents and has the discretion to interpret, implement, and make changes as deemed necessary.

Access User Agreement Link

Thank you for taking our **Virtual Public Access Operating Policies Training.**

If you have not already done so, please click the link and download the full version of our policies.

Once you are ready to sign the agreement, click the link to the Access User Agreement.





COMMUNITY MEDIA STUDIOS

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