

## **CREATV SAN JOSE POLICY: LIVE PROGRAMS**

Approved by CreaTV San Jose Board of Directors February 24, 2010

*In order to accommodate producers wishing to produce live programs in the studios, we have made the following additions to the Access Handbook.*

Producing *live* studio productions to fit into an on-going, pre-scheduled line-up of programming can be a tricky affair because there can be no room for error. It demands *above-and-beyond-the-call-of-duty* efforts from the producer and his/her crew. Advance planning and organizational thinking are absolutely critical!

Therefore, in order to produce a *live* program in Studio A or B *with* a CreaTV San Jose staff crew, the following prerequisites must be met prior to the scheduling of time-slots:

- The Producer must take CreaTV San Jose's Producer's Lab *OR* pay an additional fee for a CreaTV San Jose staff producer to manage the production.
- Producers must provide the Production & Operations Manager with a detailed rundown of their show 48 hours in advance of the program. If the rundown is not received 48 hours in advance, the taping will be cancelled.

Whether using CreaTV San Jose staff, or not, the following are prerequisites for any member desiring to create *live* programming:

- In order to qualify for a live time-slot, interested Producers must first provide evidence—a written argument—about *why* they believe the live format is necessary to their show:
  - o Why are call-ins and/or live emails essential to your format?
  - o How/why do you think a live telecast will upgrade your viewership?
- *Series Producers* must first record two (2) 'normal' episodes of their programs—as if it were 'live.' Should the program be a call-in show, those call-ins must be "planted" in taped episodes to practice the flow of the live call-in format.
- Producers wanting to do a live *Special* must show their proficiency by also taping two (2) programs in the studio first, as if they were live...or by submitting past works that demonstrate their mastery in studio production.
- The Producer-of-record is to provide a responsible *Line Producer* for each studio session (to manage the in-coming phone calls, screen them and determine which calls can be heard on the air). Both Producer and the Line Producer must attend a training class to become familiar with the live call-in equipment and CreaTV San Jose's audio board.
- If the Series or Special includes a studio audience, the Producer is responsible for providing "a handler" (Production Assistant or Associate Producer) who would be

in charge of all traffic in and out of the building, limiting the audience size to the studio's maximum occupancy (35 people), monitoring/policing people waiting outside glass doors after 6pm, blocking the foyer, or propping open the exterior glass doors for more than ten seconds (which is prohibited).

- Producers must sign an agreement with CreaTV San Jose that details additional restrictions around cancellations and no shows.

#### LIVE SERIES SLOTS:

Once a Producer has turned in two taped programs and is ready to proceed with their show as a live series, they will next need to attend the Programming Department's Program Lottery to select airdate and time. The lottery will include a spreadsheet of time-slots color-coded to reflect *available* live times in the Programming Schedule.

NOTE: The actual implementation of live Series or Specials will be limited to CreaTV San Jose's production hours, 1-9 PM Monday thru Friday and Saturdays, 12-4pm