

Los Angeles Cable Television Access Corporation (LACTAC)
Public Access Guidelines

Public Access In The City Of Los Angeles

The Los Angeles City Council adopted Option One of the recommendations and options provided by the Board of Information Technology Commissioners for Public, Educational and Governmental Access (PEG) commencing January 1, 2009.

Until further notice, LA36 (LACTAC) will carry the "Best Of" Public Access programming in the City of Los Angeles. "Best Of" will be decided by an advisory committee who will review content on a quarterly basis. Approved content will then be scheduled on a First-come, First-serve basis in the station's allocated time slots. The remainder of submitted content will be housed on a website hosted by LA36 (same submission rules apply). The City will be unable to provide Public Access studios due to changes in state law. In addition, LA36 does not have studio capacity or equipment for loan. However, LA36 does provide production services for a minimum fee of \$500 dollars per show. Please contact the LA36 offices for more information.

Submission Guidelines:

These guidelines apply to Public Access content supplied to LA36 by Los Angeles stakeholders. All submissions must include a signed compliance form and a completed playback request form. Do not submit masters as no submissions will not be returned, regardless of whether or not the program is selected for cablecasting or not. LACTAC and its advisory board will base its decisions to air programming based on many factors including the following guidelines:

Who can submit programming:

Any individual over 18 years of age or non-profit stakeholder in the City of Los Angeles. There is no fee associated with airing on LA36.

When to submit programs:

LACTAC will accept programming via mail on a quarterly basis. The Public Access Advisory committee will review program submissions once a quarter. Please submit content by the following dates: February 1, May 1, August 1 and December 1. Any content submitted after the aforementioned dates will be judged in the next quarter. You may submit as many programs as you would like at one time up to 26 hours (29 or 59 minute shows or one years worth) of content in a calendar year.

Program restrictions:

Programs must not contain any of the following: gambling, obscenity, sexual content, solicitation of funds, advertising, promotion of commercial products and/or services, misrepresentation of illegalities such as libel, slander, defamation, invasion of privacy or publicity rights, unfair competition or copyright violation.

Episodes will receive no more than 2 airings in a year. Ideally shows will be the standard lengths of 29:30 or 59:00 minutes. No single public access community producer shall monopolize the channel time or a

specific time slot. No single public access producer may have more than one hour of public access channel space in any given week and a maximum of two hours of channel space per month. Individual episodes only need to be submitted once. Once selected to air on LA36 you may request a second airing by writing to publicaccess@lchannel36.com.

The Advisory Committee makes all final decisions in regard to what it deems the "Best Of" Public Access. While LA36 generally conducts business in English, you are welcome to submit programs in any language. Programs submitted in languages other than English MUST also be submitted with an English transcript.

Once my program is selected for air how will my program be scheduled?

LACTAC will, to the best of its ability, provide channel time on a first-come, first-served basis, subject to the policies and guidelines herein. LA36 will exercise scheduling discretion to ensure access for new channel users, single programs, series and special events. Channel time is made available on a reasonable, nondiscriminatory basis. Locally produced works take precedence over programs produced outside of Los Angeles. Notification of cablecast dates will be given via email.

Single Show:

A "special" or stand-alone single program (not part of a series) will receive no more than 2 airings in a calendar year and will be scheduled on a first-come, first served basis. No than one hour of public access channel space in any given week and a maximum of two hours of channel space per month.

Series Show

Series program producers are allotted 4 (30 minute) blocks per month. We are unable to guarantee specific time slots to anyone.

We reserve the right to make changes to the scheduled air date and time without advanced notice . We are not liable for any mistakes, omissions or interruptions in the cablecast and any other means of distribution of programs.

Where to submit:

All DVD submissions must be mailed in to:

LA36

Attn: Public Access Programming

P.O. Box 861147

Los Angeles, CA 90086

WE DO NOT ACCEPT WALK INS OR DROP OFFS.

1. All submissions must include a signed compliance form and a completed playback request form.
2. Submit the show with a copy of a photo I.D. with your birth date
3. A copy of a document with your current Los Angeles address such as a utility bill
4. Please do not submit program masters. LACTAC will not return any submitted content.
5. Please make sure the DVD is properly labeled and follows the technical requirements listed below.
6. You may submit as many programs as you would like at one time up to 26 hours (29 or 59 minute shows or one years worth) of content in a calendar year.

TECHNICAL STANDARDS

These standards are required for every submitted program — individual and series.

1. AUDIO FORMAT REQUIREMENTS

- a) Program audio shall be recorded on both channels (stereo preferred or dual mono). Programming consisting exclusively of dialog on one channel and ambience on the other audio channel must be mixed to mono and recorded on both audio channels. Audio shall be recorded in phase.
- b) Maintain optimum audio level at -10 db. Do not go over – 4 db to avoid sound distortions.
- c) Any language. (If any other language other than English it MUST be submitted with a English transcription)

1. DVD FORMAT OR DIGITAL FILE REQUIREMENTS

- No menus
- DVDs should start with 10 seconds of black
- Slate with program title, producer or organization name, segment or episode title, date and tape number
- 10 seconds of black
- Program begins, fade in from black
- Program ends with credits, fade out to black.
- Shows may include underwriting at the start or end of the program. Logos only for 10 seconds. No voice over, business mailing address, phone or fax number or web address may be included with underwriting acknowledgements.
- Stable control track throughout.
- Video and audio tracks well synchronized to avoid lip-synch problems.

3. MEDIA QUALITY

The program DVD must have good audio and video quality. When a question of adequate content quality arises, the advisory committee will decide whether or not the program meets LA36's quality standards.

- DVD's submitted should ideally be recorded at the lowest compression rate
- No menus
- Must have zero or very low noise content.
- Must have no color smearing.
- Horizontal stability (sync) in all modes.
- Free from break-up, glitch, noise, snow or dropouts, creases or damage
- Clear, audible and understandable sound track with equal volume level on two channels.
- Program must be delivered in a jewel case, jacket, sleeve or box to protect from dust and dirt that can damage LA36 equipment
- Program must be properly labeled.
- Do not submit Program Masters.

4. LABELING

CASES: Jewel cases or sleeves must be clearly labeled with:

- Program Title
- Community Producer or Organization Name and phone number
- TRT (total running time – hour : minutes : seconds)

- Episode or program number or subtitle
- Date program was made
- Any other optional information

DVD

DVD labels must be printed, etched or legibly hand-written with permanent marker.

- The media must contain enough identifying information to match the media case.
- Scotch-taped and/or sticker labels will not be accepted.
- DVDs must be delivered in jewel cases, boxes or sleeves to protect from dust and scratches.

1. EDITING

All programs must be professionally edited on a nonlinear editing system.

- Camera or VCR edits made by turning the camera (or VCR) off and on while shooting are not acceptable.
- LA36 does not air programming that is unprofessionally mastered because it introduces glitches, breakups and/or snow, and lowers picture quality— resulting in transmission problems.

2. TOTAL RUNNING TIME

LA36 accepts Public Access programs in two lengths.

- Programs for half-hour time slots must be from 28 to a maximum of 29:30 minutes long.
- Programs for hour long time slots must be 58 to a maximum of 59 minutes long.
- Ideally shows will be the standard lengths of 29:30 or 59:00 minutes

DIGITAL FILE SHARING

We prefer that ALL producers send content via file share. Digital files must be in MP4 format. There are many file sharing websites to choose from i.e. Dropbox, Google Docs, WeTransfer, PEGMedia. Choose one that works best for you. Send us a notification via email to inform us that episodes are ready for download.

For more information:

LA36 Public Access Line – 213-346-3864 ext. 311

www.la36.org

Revised on 1/1/17

Subject to change or review