



Live Show Policy

MTN carefully considers all live show proposals to ensure members are fully capable and understand the commitment involved in live programming. The following is a requirement to obtain a live show approval:

- 1) A proposal for live show necessity.
- 2) A commitment to honor the timeslot and studio reservation for your program.
- 3) A commitment to competent production standards.
 - This should include crew names (crews must be MTN studio/camera certified)
 - Only individuals or organizations that have been certified by MTN staff may use MTN facilities and production equipment, all others must inquire about MTN production services.
- 4) A commitment to honor time slot appropriate content.
 - Contents for Mature Audiences ONLY cannot go live due to timeslot unavailability for mature programming during hours of operation.
- 5) Live shows must be during the following hours:
 - M-Th: 1 - 9 PM
 - Fri: 1 - 6 PM
 - Sat: 12 - 4 PM

Live Show Production Standards: Live programs will be monitored in the aspects of timeslot appropriate content and aesthetic quality of production. MTN staff will then determine if 'live show standards' are being upheld.

Phone Use Policy: Live program content must include a form of interactivity (unless a show has time sensitive material or the approval of MTN for a live programming series). Only under special circumstances will MTN consider non-interactive live programs.

Proposal Submission Policy: Live show proposals should be submitted at least 10 days prior to proposed date (30 days if show will be from a remote location to determine live feed availability and accessibility). Approved proposals will be issued five days before the proposed date. Live show proposals will be reviewed by the Checkout Manager and Programming Manager.

MTN Guidelines for a Live Show:

Please abide by the following (and include statements if necessary):

- Include a summary statement or synopsis of the content or subject matter.
- Agree to the terms that no advertising, solicitation of financial support, lottery information material, obscenity, threats of violence or statements inciting violence, defamatory, slanderous, or libelous material is contained in the program, and that the material does not infringe on the copyright of any other party.
- Agree to the terms that all appropriate arrangements and clearances have been obtained from broadcast stations, networks, and music licensing companies; including organizations, performers, representatives, sponsors and other persons necessary, without limitation for authorization to transmit program material over an MTN access channel.
- Agree to the terms that the member accepts full responsibility for the content of programming and the consequences of its presentation.
- Agree to the terms that the member is familiar with MTN Rules for Public Access and has read and understands the requirements contained within the rules and will comply with them.
- Include any other additional information as is necessary to enable MTN staff to properly perform its playback duties in accordance with the rules that govern the channels.

If for any reason it is determined that you cannot go live on air, MTN reserves the right to broadcast alternate programming. In addition, any violation to said policies could result in a suspension of live show privileges. Excessive violations will incur member/studio penalties based on MTN's discretion.



Live Show Proposal

Producer: _____ Show Title: _____

Live Date Requested: _____ Time Requested: _____

Purpose of Live Request: _____ Summary of Content: _____

Live on Location Only: _____ Name of Location: _____
(REMOTE) Address: _____
City: _____ State: _____ Zip: _____

Crew Members: *(Must have a minimum of 3 MTN studio certified crew members)*

#	Name	Member #	Title	Studio Certified (Circle One)	
1			Director	YES	NO
2			Audio	YES	NO
3			Graphics	YES	NO
4			Floor Director	YES	NO
5			Camera	YES	NO
6			Camera	YES	NO
7			Camera	YES	NO
8			Assistant	YES	NO

As a member of the Minneapolis Television Network, I assert that I am fully certified by MTN to use the equipment and facilities and assure that the status of my membership is up to date. I agree to abide by MTN rules and policy for live show programming set forth. I understand that all the rules and policies under the member/producer handbook apply. I also understand that a violation of such rules and policies will result in a suspension or any other form of disciplinary act considered necessary. I recognize that at any time MTN has the right to cancel and/or change my live show timeslot if this agreement is not upheld. In such a case, alternate programs will be aired.

Producer Signature: _____ Date: _____

----- DO NOT WRITE BELOW THIS LINE -----
(STAFF USE ONLY)

Approved Date: _____ Approved Timeslot: _____ Approved Channel: _____

Approvals: _____
Checkout Manager Programming Manager