



**Stony Brook University Television**

**By-Laws and Handbook**



# **BY-LAWS**

## **STATEMENT OF PURPOSE**

- To provide entertaining, informative and educational programming that is of interest to the University community, with priority placed upon programming that represents the many facets of the University in a beneficial, informative and non-biased way.
- To provide an opportunity for students of Stony Brook University to participate in all aspects of television production and channel operation, gain experience in the field of broadcasting and create programming that fosters ideas of creative expression.

## **GOVERNANCE**

- SBU-TV is governed by its own policies, as explained in this handbook.
- SBU-TV must also comply with the policies and regulations set by the Undergraduate Student Government, Inc., the Office of Educational Technologies at Stony Brook, the Student Union, the State University of New York at Stony Brook and all local, New York State, and federal laws pertaining to educational access cable.
- Because of the pre-professional nature of SBU-TV Operations, it is recommended that the station practice full compliance of current FCC Rules and Regulations regarding broadcast television.

## **SBU-TV RELATIONSHIP TO UNDERGRADUATE STUDENT GOVERNMENT, INC.**

- Undergraduate Student Government, Inc. will provide funding for SBU-TV. Undergraduate Student Government, Inc. will be the owner of any equipment which it provides to the station via undergraduate student activity fees.
- Undergraduate Student Government, Inc. expects to provide an annual operating budget to maintain SBU-TV in operation, although it cannot guarantee or insure such funding, since neither student activities fees nor Undergraduate Student Government, Inc. budget decisions can be bound to particular fiscal purposes for more than a year at a time.
- SBU-TV's budget is allocated by the Executive Director who approves and monitors expenditures. SBU-TV adheres to the purchasing policies of the Undergraduate Student Government, Inc. In an instance where a third party signature cannot be secured in a timely manner, the Manager of Television Operations can be assigned signatory rights by proxy. Any requests for purchases must have the signed approval of the Manager of Television Operations prior to submission. Purchases are tax-exempt. (Any requests for reimbursement of purchases made without prior authorization must meet the requirements of approval by vote by the Executive Council).
- As an organization that is part of the Undergraduate Student Government, Inc., we fully acknowledge that any contractual obligation with any organization outside of SUNY at Stony Brook, can only be entered with the signed approval of the Undergraduate Student Government,

Inc.'s Executive Director. (SBU-TV staff are to make no contractual arrangements without the approval of the Manager of Television Operations).

- The Undergraduate Student Government, Inc. will assign a Manager of Television Operations to SBU-TV, as general manager responsible for the overall operation of SBU-TV. The Manager of Television Operations has final say in all decisions concerning Stony Brook University Television. This position reports to the Executive Director of the Undergraduate Student Government, Inc.

## **ELIGIBILITY OF MEMBERSHIP**

1. SBU-TV is open to all full-time, undergraduate/graduate students, faculty, staff and alumni of Stony Brook University. Participants do not need any prior experience to join SBU-TV, although they may need to be trained in particular areas in order to gain access to some facilities.
2. A participant must be in good judicial standing.
3. Executive Council members must be undergraduates who have paid a Student Activity Fee. They must have the background and expertise to fulfill their responsibilities, and have at least one semester of active SBU-TV participation.
4. SBU-TV does not discriminate on the basis of age, sex, race, creed, ethnic or national origin, or sexual preference, etc. SBU-TV fully abides by the Office of Civil Right' Affirmative Action/Equal Opportunity Guidelines.
5. Participating students receive neither academic credit nor pay. (There are options available to receive academic credit and pay, the Manager of Television Operations or the Faculty Advisor can obtain these). Professional experience, creativity of expression and working as a team are the major attractions for participation. SBU-TV is classified as student media, along with the campus radio station WUSB-FM, Statesmen, The Stony Brook Press, etc.

# **DEPARTMENT AND PERSONNEL ORGANIZATION**

## **EXECUTIVE BOARD**

The SBU-TV Executive Board is comprised of the Program Director, Assistant Program Director, Production Manager and Chief Editor.

- The members of the Executive Board are authorized to sign requests for expenditures through USG accounting, pending signed approval of the Manager of Television Operations. They may also assign proxy to the Manager of Television Operations for those instances they may be unavailable for signature.

### **Selection:**

The Executive Board is selected by application to the Manager of Television Operations.

1. An ad must be placed in at least two campus periodicals, on SBU-TV's broadcast channel, and an announcement circulated among professors and relevant faculty, by no later than March 15th. The messages will announce open Executive Board positions, a due date for application of intent, and contact information for the Manager of Television Operations.
2. Applications of intent will be accepted for a two-week period following announcement of position.
3. The Selection Committee will then hold interviews for each position approximately one week after the deadline of application. Before the interview begins, the Selection Committee will create a list of standardized questions to be given to each candidate for reasons of fairness.
4. The Selection Committee will consist of:
  - SBU-TV Manager of Television Operations (no vote).
  - The Executive Board member currently holding the position being interviewed for, unless re-running for the same position.
  - At least four at large Executive Council members.

(NOTE: The interview may not begin until all members are present for the interviews of all candidates for a position).

5. Following the interviews of all candidates for a given position, the Committee shall discuss the candidates and vote via secret ballot. A vote of at least 2/3rds must be met for approval to determine which candidate is accepted. The Manager of Television Operations will read the votes cast.
6. A re-vote will take place if the percentage of approval is not met. Further discussions will precede each vote.

## **EXECUTIVE COUNCIL**

The SBU-TV Executive Council is comprised of the Executive Board, Secretary, Chief Videographer, Chief Engineer, News Director, Sports Director, Entertainment Director, Promotions Manager, Web Site Manager, and Business Manager.

The Executive Board selects the Executive Council. Incumbent Directors will recommend candidates to the Board between the time of Board selection and the beginning of the new term (May 20). The incoming Board is also required to survey each station department to sense their choice for Manager/Director. The Board, with the knowledge of the existing Director, department staff and Manager of Television Operations recommendations, will then appoint Managers/Directors for the new term.

### **Requirements**

- All Executive Council members term of office will run from May 20 to May 19 (approx.), of the following year.
- Executive Council members are expected to hold their positions for two consecutive semesters, as well as intersessions (when needed).
- SBU-TV Executive Council will be filled by activity-fee paying undergraduate students of SUNY at Stony Brook except where noted.
- Every Executive Board member, under stipend, is required to fulfill a minimum of 15 hours per week over at least two different days, with office hours posted.
- All other Executive Council members are required to post office hours.
- The Executive Council meets regularly (every one or two weeks) when school is in session. They should be available anytime an emergency meeting is called by any member of the Executive Council or the Manager of Television Operations.
- In order for an official meeting to take place, quorum must be met of at least half of the total Executive Council plus one.

### **Replacement**

In the event of an immediate resignation by an Executive Council member, a replacement will be the same as the case of yearly turnover, with the following exceptions:

- If the position has an assistant, the assistant will become the interim manager/director, with at least 2/3 approval of the Executive Board, until the Executive Board selects someone to finish the term.
- If there is no assistant, the Executive Board will appoint an interim manager/director with 2/3 vote needed and approval of the Manager of Television Operations. That person will handle all responsibilities of the position until a permanent replacement is selected, via the same process as yearly turnover, but “in house” without any outside advertising.
- If, for any reason, a member of the Executive Board is unable to meet the requirements for their position, the Executive Board may select an interim replacement until such requirements are met.

In the event that the Manager of Television Operations resigns or is terminated, the Faculty Advisor will become interim MTO, and the selection process for a new MTO will be handled by USG.

## **Impeachment**

Should an Executive Council member fail to fulfill his/her duties sufficiently, he/she may be impeached. Please keep in mind that this should be a last resort. The process is as follows:

- a. An Executive Council member, the impeacher, must report his/her case in writing to the Manager of Television Operations. The Executive staff will then be notified at its' next regularly scheduled meeting.
- b. The impeachee will then have four days to present reasons to defend his/her case; written to the Executive Council, addressed to the MTO. The staff member will also be required to turn in any station keys in their possession to the MTO until a resolution has been reached.
- c. The Executive Council will meet between three to seven business days, after collecting additional information from SBU-TV members, within the impeachee's department only, to gain outside opinion.
- d. At the next available meeting time, the Executive Council will meet and vote by secret ballot to impeach that member. The impeachee will not receive a vote. A 2/3 vote is necessary for impeachment.
- e. If the Executive staff member is impeached, the procedure for replacement will be the same as discussed above for "resignation".
- f. The impeached Executive staff member has one week to appeal the decision to the Manager of Television Operations.

## **Discipline**

Participation in SBU-TV is a privilege. Depending on the severity of an infraction, a student may be removed from all or part of their SBU-TV duties for any of the following reasons:

- Failure to fulfill the duties of a given position.
  - Violation of College security and conduct codes.
  - Unauthorized possession or improper handling of SBU-TV equipment.
  - Tampering with ("adjusting" or "fixing") any station equipment other than that authorized by the Program Director or Manager of Television Operations.
  - Behavior on SBU-TV business in the offices/studios or in the field that is disruptive, unbecoming and/or causes viewer, SBU-TV or Stony Brook University embarrassment.
  - Misuse of funds.
  - Actions detrimental to professional functioning of the organization.
  - Violation of SBU-TV policies.
1. SBU-TV members who breach station policies will first receive a written warning from the Manager of TV Operations or the Executive Council, depending on the circumstance (to whom, in what way the complaint was expressed, and how severe it was).
  2. If more complaints are raised against the same individuals or the same individuals breach more SBU-TV policies, they will face temporary suspension with denial of station privileges. The issue will be brought up at the next possible Executive Council meeting, where the individual will have an opportunity to respond to the complaints. This will be a closed meeting, with the individual allowed one representative. The Council will then deliberate and vote on the length of the suspension (if a suspension is decided upon).

3. If any more complaints are raised against the same individuals or the same individuals breach other SBU-TV policies; they will face dismissal from the Executive Council and the Station, depending on his/her status at SBU-TV. The issue will then be brought up before the Manager of TV Operations, with the individual having the opportunity to appeal the dismissal.

Exceptions to the procedures above:

1. Members of SBU-TV who are found to be using the SBU-TV facilities or engaged in any aspect of work with SBU-TV under the influence of alcohol, drugs or any other illegal substance will be suspended from all aspects of SBU-TV for one year immediately upon discovery of violation.
2. Members who intentionally destroy, or damage SBU-TV property or the property of other members of SBU-TV will be brought up on charges by the Manager of TV Operations, on an individual basis. Punishment is permanent suspension from SBU-TV.

The Manager of TV Operations reserves the right to make final decisions regarding disciplinary issues.

## STAFF DESCRIPTIONS

### **1. Executive Board:**

#### **a. Program Director:**

- The Program Director's main duty is to make sure the station runs smoothly.
- Directly responsible for any/all content that is broadcast on SBU-TV, insuring that the content is shown on time, is appropriate, as generally defined in this handbook, and determines the overall on-air image of the station.
- Acts as liaison between the station, administration and the public.
- In charge of arranging at least two general staff meetings per school year.
- Working with the Manager of Television Operations, responsible for short term and long term planning/goals and developing overall station policy.
- Spokesperson for the station to outside student and University Organizations, including the campus periodicals
- Council member liaison with USG.
- Station representative to the Student Media Council. A proxy may also be appointed by the Program Director as station representative.
- The PD is authorized, along with the Assistant PD, Production Manager and Chief Editor, to sign requests for expenditures through USG accounting, pending signed approval of the Manager of Television Operations.
- Presentation of annual budget proposal to the Undergraduate Student Government, Inc.; mutually agreed upon by Manager of Television Operations, and Executive Board.
- Creates a Program Guide, to be revised each semester, and work with Promotions Director to publicize it.
- The Program Director is responsible for making sure the department directors and department staffs are carrying out their programming responsibilities.
- The Program Director has the authority to review the air-worthiness of a program from production, presentation and content standpoints (consulting with the Manager of Television Operations as appropriate/needed).
- Program Director has the authority to pre-empt/re-schedule programs on a "last minute" or emergency basis.
- Delegate tasks to other board members.
- Work with other college television stations and outside programming providers to improve SBU-TV's broadcasts.
- Make suggestions for equipment purchases to the Manager of Television Operations, and Chief Engineer.
- Assigned a key to the equipment cabinets, with Executive Board and Manager of Television Operation, only authorized personnel to allocate equipment for use.
- Reports directly to the Manager of Television Operations.

**b. Assistant Program Director**

- Reports directly to the Program Director and assists Program Director in his/her duties.
- Responsible for scheduling SBU-TV programming, promotional spots, on-air content based upon Program Directors Programming Guide.
- Creates daily log based on SBU-TV's programming, USG club announcements and underwriting.
- Assemble and maintain InfoChannel interstitial elements.
- In charge of studio, office and equipment organization and policy.
- Responsible for weekly inventory of equipment.
- Responsible for distribution of video tapes to staff upon departmental request.
- Is required to watch and review all original SBU-TV programming within three days notification of completion. Determines the air-worthiness of a program from production, presentation and content standpoints, (consulting with the Program Director, Production Manager and Manager of Television Operations as appropriate/needed).
- Continually seeks input from station staff for equipment needs, and then upon agreement with the Manager of Television Operations, Chief Engineer, and Program Director, makes all recommendations to the Executive Council for all station equipment purchases.
- The Assistant PD is authorized, along with the Program Director, Production Manager and Chief Editor, to sign requests for expenditures through USG accounting, pending signed approval of the Manager of Television Operations.
- Assigned a key to the equipment cabinets, with Program Director and Manager of Television Operation, only authorized personnel to allocate equipment for use.

**c. Production Manager:**

- Develops and posts standard operating procedures for the station.
- Acts as the student intermediary between the Manager of Television Operations and the producers.
- Acts as Executive Producer of all original SBU-TV programming.
- In charge of training and maintaining producers.
- Maintains a list of talent and production staff, and their schedules.
- In charge of assisting producers in assembling a crew for productions.
- In charge of organizing regular production meetings.
- Work with new producers to help them get their shows off the ground. Provide feedback and suggestions.
- Acting as a resource to all staff, producers and personnel to provide assistance, guidance and support where needed.
- Assist producers and other departments to continually enhance their on air presentations.
- Make sure that all members using equipment are cleared to use that particular piece of equipment.
- Makes sure that all SBU-TV facilities (editors, studio, remote, cameras, etc.) are used properly through logs, and that facility access is based on the need of the station as a whole first, then the needs of the shows/departments.
- Make suggestions for equipment purchases to the Manager of Television Operations, Program Director and Chief Engineer.
- Responsible for maintaining and cataloging SBU-TV's tape library.
- Must attend and represents SBU-TV at USG Treasurers and training meetings.

#### **d. Chief Editor:**

- Provide training on the editing equipment to all SBU-TV members, either by group training classes or individual training.
- Grants approval to staff to utilize editing resources.
- Maintains the editing facility and scheduling of editing time.
- Maintains editing resources to ensure availability for productions; maintains and allocates computer drive space for productions; stays current with latest editing program developments.
- Creates, publishes and distributes training guides for all SBU-TV editing equipment.
- Provide Production Manager with a continually updated editing authorization list, specifying what equipment each staff member has been trained to use.
- Make suggestions for equipment purchases to the Manager of Television Operations, and Executive Board.

## **2. Executive Council:**

#### **a. Secretary:**

- Take minutes and attendance of all Executive Council meetings. He/she is responsible for turning in minutes to the USG Office in a timely fashion.
- Maintains a database of current staff, interested staff, and alumni; as well as a mailing list and e-mail list.
- Distributes stations ID's to the staff.
- Creates a database with all the information collected from departments and programs.
- Responsible for maintaining and upgrading all of SBU-TV's office files.
- Make all recommendations for office purchases.
- Works with Business Manager to oversee all financial matters pertaining to the operation of the station.

#### **b. Chief Videographer:**

- Provide training on video and audio equipment to all SBU-TV members, either by group training classes or individual training.
- Grants approval to staff to utilize video/audio resources.
- Maintains video/audio resources to ensure availability for productions; stays current with latest video and audio developments.
- Creates, publishes and distributes training guides for all SBU-TV video/audio equipment.
- Provide Production Manager with a continually updated videographer authorization list, specifying what equipment each staff member has been trained to use.
- Make suggestions for equipment purchases to the Manager of Television Operations, Executive Board.

#### **c. Chief Engineer:**

- Should understand the "workings" of all facilities at SBU-TV inside and out.
- Fully train and manage interested staff to increase the number of people who can help with "everyday" technical problems.
- Perform minor maintenance on equipment.

- Coordinate cleaning around studio, control room and office areas with engineering staff.
- Responsible for reporting major repairs and taking equipment to be fixed, and keeping strong relations with repair people so our equipment can be repaired on as high a priority as possible.
- Make suggestions for equipment purchases to the Manager of Television Operations and Executive Board.
- Keeps and maintains an accurate inventory of all station equipment. Provide a copy to the Manager of Television Operations, and to the Undergraduate Student Government, Inc., upon request.
- Maintain a database of remote site services and equipment needs for remotes.
- Reports directly to the Manager of Television Operations.

d. **News Director:**

- Organizes and manages SBU-TV News Department.
- Responsible for evaluating what Stony Brook University news and events should be covered.
- Makes sure all shows within department adhere to SBU-TV show commitment deadlines.
- Communicates with producers within department policies, requests, or other information from other Executive Staff departments.
- Handles reporter/anchor auditions for news and coordinates their positioning with news shows producers.
- Continually evaluates news staff on basis of performance, determination and motivation.
- Creates and maintains News Department handbook to be used as a tool and reference guide with job descriptions for SBU-TV news programs.
- Responsible for organizing and maintaining a news gathering group, (producers, directors, writers and crew).
- Must train staff in the format of script, stories, and other parts for the presentation of news.
- Collects and organizes video footage for the news.
- Increases SBU-TV News' presence on campus.
- Reports directly to the Production Director.

e. **Sports Director:**

- Organizes and manages SBU-TV Sports Department.
- Responsible for evaluating what Stony Brook University athletic events should be covered.
- Makes sure all shows within department adhere to SBU-TV show commitment deadlines.
- Communicates with show producers within department policies, requests, or other information from other Executive Staff departments.
- Handles reporter/anchor auditions for sports and coordinates their positioning with sports shows producers.
- Continually evaluates sports staff on basis of performance, determination and motivation.
- Creates and maintains Sports Department handbook to be used as a tool and reference guide with job descriptions for SBU-TV sports programs.
- Responsible for organizing and maintaining a sports coverage group, (producers, directors, writers and crew).
- Must train staff in the format of script, stories, and other parts necessary in presenting sports.
- Collects and organizes video footage for sports.
- Increases SBU-TV Sports presence on campus.

- Reports directly to the Production Director.

f. **Entertainment Director:**

- Organizes and manages SBU-TV Entertainment Department.
- Responsible for evaluating what Stony Brook University entertainment events should be covered.
- Makes sure all shows within department adhere to SBU-TV show commitment deadlines.
- Communicates with show producers within department policies, requests, or other information from other Executive Staff departments.
- Handles reporter/anchor auditions for entertainment and coordinates their positioning with entertainment shows producers.
- Continually evaluates sports staff on basis of performance, determination and motivation.
- Creates and maintains Entertainment Department handbook to be used as a tool and reference guide with job descriptions for SBU-TV entertainment programs.
- Responsible for organizing and maintaining an entertainment coverage group, (producers, directors, writers and crew).
- Must train staff in the format of script, stories, and other parts necessary in presenting entertainment programs.
- Collects and organizes video footage for the department.
- Increases SBU-TV's Entertainment presence on campus.
- Reports directly to the Production Director.

g. **Promotions Manager:**

- Works with Program Director to publicize SBU-TV programming.
- Coordinates advertisements, press releases, and articles for all outside media organizations (Statesman, Press, etc.).
- Contact between SBU-TV and Undergraduate Student Government to find ways to tie SBU-TV into USG events to boost recognition of both as a whole.
- Approves and assists all promotions/events (including flyers, posters, etc.) of the station and of individual shows.
- Produce promos for SBU-TV shows and for the station in general.
- Soliciting appropriate sources (i.e. - Ad Council, local/state/national non-profits) to receive current public service announcements.
- Reports directly to the Executive Board.

h. **Web Site Manager:**

- Develop, create, and maintain SBU-TV's web site, issued through Undergraduate Student Government, Inc., clubs account, to promote SBU-TV.
- Work with producers who may want to include special pages devoted to their programs.
- Train staff who may be interested in web design.
- Develop a database of other college television stations sites; work out mutually beneficial links and contacts.
- Reports directly to the Executive Board.

## 4. Business Department

### g. Business Manager:

- Keep a detailed record of all moneys allocated to the station.
- In consultation with the Manager of Television Operations, Program Director, Operations Director, Production Manager and Office Manager, will prepare the following academic year budget request to USG.
- Is responsible to submitting to USG all station expense vouchers, purchase requests and associated paperwork for expenses.
- Keeps an accurate account of all station purchases and receipts.
- Coordinates all discussion with outside business to solicit underwriting.
- Coordinates all discussion with other Undergraduate Student Government organizations for underwriting/advertising.
- Look for grants and donation opportunities and apply for them.
- Meet with various University officials, Alumni office to generate new income.

### 5. Alumni Associate:

Upon graduation, SBU-TV Alumni can be appointed by the E-Board as Alumni Associate and may be added or removed at any time.

To be considered for the position, the alumnus must have held a position on the Executive Board, and be knowledgeable of the relationship between SBU-TV and the University.

They should be accessible to help offer advice and/or resolve any internal and external issues that staff, producers, the Executive Council or the Executive Board may have that are not governed by SBU-TV policy.

Additionally, they may also participate in the following:

- Attend Executive Council meetings as a non-voting member.
- Organize any SBU-TV sponsored Events.
- Organize Alumni communications.
- Assist the station in all facets of operation.
- Serve on the SBU-TV Advisory Committee.

## ADVISORY COMMITTEE

The SBU-TV Advisory Committee is made up of University Staff, television professionals, and former members of SBU-TV. The purpose of the Advisory Committee is to advise the current Executive Council, and report to the Stony Brook University administration and Undergraduate Student Government on the state of SBU-TV.

- The SBU-TV Advisory Committee will meet at least once a semester with members of the Executive Council. Every May, the Advisory Committee will be asked to put together a short written evaluation of the station, with suggestions for the future. This report will be distributed to the University administration and Undergraduate Student Government.

- The Advisory Committee should attempt to include:
  - The Undergraduate Student Government Executive Director
  - The Undergraduate Student Government President
  - The Vice-President of Student Affairs
  - The Faculty Advisor
  - The Director of Educational Technologies
  - The Residence Hall Director of the Media Arts Living Learning Center
  - Members of the University, of the Industry and Alumni of SBU-TV
- The Manager of Television Operations will recruit members for the Advisory Committee.

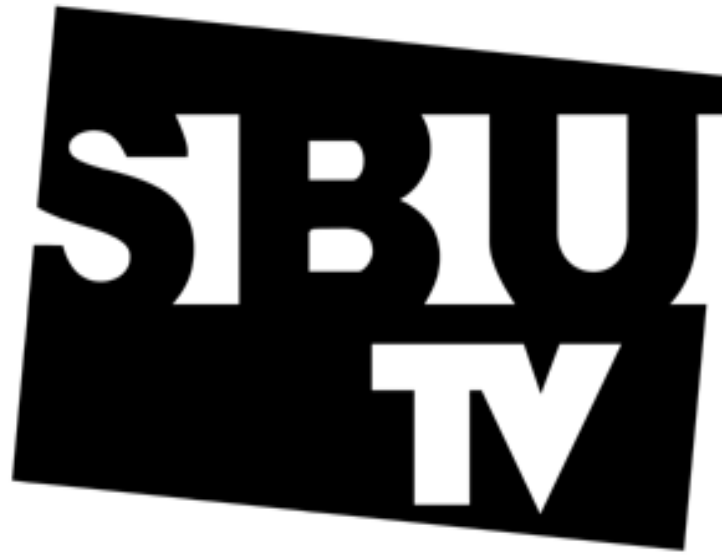
## AMENDMENTS

The power to amend this Constitution shall be held by the members of the Executive Council. Those members of the Executive Council unable to attend the meeting may proxy their vote prior to the meeting by giving their specific issue related vote to the Manager of Television Operations. A proxied vote is equal to a vote of a member present. All amendments must be passed by  $\frac{3}{4}$  present majority of the Executive Council.

### Amendment Proposals:

- Proposals must be submitted one week before the next scheduled Executive Council meeting. The proposal will be distributed to all Council members, and a copy will be held in the SBU-TV office for any staff member to review.
- At the Executive Council meeting, the proposal will be read and explained by the Council member making the proposal. (No more than five minutes will be allocated).
- There will be a question and answer period, at which point changes may be addressed. (No more than fifteen minutes will be allocated).
- Executive staff will vote, (by secret ballot to be read by Manager of Television Operations).  $\frac{3}{4}$  majority vote of quorum is needed.
- Only Executive Council members of SBU-TV may attend and participate in the meeting. Any member(s) of SBU-TV, including the Executive Board, who disturbs the course of the meeting by excessive talking while someone else is speaking, or any other disturbance, will be given a warning by the Manager of Television Operations. If the member(s) disturb the meeting again, he/she will be asked to leave.
- The Manager of Television Operations will act as Speaker/Mediator during the meeting.





# HANDBOOK



## **PROGRAMMING**

- SBU-TV will strive to present programming that is neither duplicative nor imitative of programming available on other television stations.
- The campus community will be encouraged and assisted to produce their own programming. SBU campus activities and programs will be a priority focus of on-air programming efforts as staffing and resources allow.
- University departments, faculty and staff will be encouraged to produce programs in areas where their expertise would prove useful and educational.
- The SBU-TV program schedule is comprised of three session periods. The Fall program season begins on the Monday following the first day of classes in the Fall semester. The Spring season begins on the Monday following the first day of classes in the Spring semester. The Summer program season begins the day after University Commencement.
- All programs on SBU-TV are only active/approved for the current broadcast season unless renewed.
- Efforts should be made with News and Public affairs programming to obtain full information and provide balanced reporting.

Complaints regarding taped programs shown on SBU-TV may be submitted in writing to the Manager of Television Operations who will present them at the next Executive Council meeting to discuss whether or not a tape should be removed from air play. A majority vote of the Council will rule.

## **Producers**

Basic requirements for producing:

- Minimum of one semester of significant SBU-TV participation.
- Demonstrated ability to fulfill commitments, to conduct oneself in a professional manner, and to work well with fellow staff.
- Good academic and judicial standing.
- Knowledge of SBU-TV policies noted in the handbook.
- Basic production competence.
- Cleared on use of all station equipment by the Production Manager.

Producer Responsibilities:

- Have an interest in the subject matter of the program being produced.
- Delivering reasonable quality programs on agreed upon dates.
- Supervising the program's volunteers.
  1. Actively recruit program staff.
  2. Meet as necessary with program's staff.
  3. Ensure crew members have obtained the proper training in their respective area of work, and are aware of station policies.

Overseeing production activities, including

1. studio and meeting times
2. field shooting and editing arrangements
3. reviewing taped material before it airs
4. to obtain the necessary release forms from all involved in the program
5. bringing any questionable issues to the attention of the Production Manager.

- The producer is ultimately held accountable for not only the program content but the staff he/she is working with.
- A signed SBU-TV Producer Contract must be on file before the start of a program's production. (see Appendix)

Producer Expectations:

- Hard working – producer will make the necessary commitments for this
- Strong communication and people skills
- Planning and organizing skills, time management
- Good judgment, creative solutions
- Positive outlook to keep up crew morale.

## **Starting A New Show**

Any student/faculty/staff at Stony Brook University is welcome to propose a new show to be produced at SBU-TV. The following procedure must be followed:

1. Write up the show idea on the SBU-TV 'Proposal' form. Be aware of the Program Content Restrictions attached to the Proposal form. A sample format sheet for the program should be included. (see Appendix)
2. Present the 'Proposal' and format sheet to a member of the Executive Board or the Manager of Television Operations for review. Part of the review should ensure that:
  - The show does not conflict with the premise of another show already existing at SBU-TV
  - The show is technically feasible within the limits of SBU-TV's capabilities.
  - There is a time slot available for the show.
  - There is a large enough crew available for the proposed show.
3. If the program is accepted, the Production Manager will assign a qualified Producer to work on the show. Approval for equipment access will also be designated. This will require a completion of training form. If training is needed, an appointment should be set up.
4. Tape stock will be supplied and an assigned time for studio access should be requested. Three weeks will be allocated to create a pilot episode. All tapes must follow the Program Format that is attached to the "Proposal" form. This time can also be used for additional training.
5. The final step is a viewing of the show by the Manager of Television Operations and the SBU-TV Executive Board. They will then render one of three judgments regarding the show:
  - a. Passed
  - b. Conditionally passed (i.e.: passed, but additional work is needed)
  - c. Rejected

Generally, the only reasons a show will be rejected is if it contains material described in the Program Restriction section, or demonstrates complete lack of care and effort. Whether a council member likes or dislikes a show is irrelevant. If the show is passed, or if it is conditionally passed and the producer agrees with the conditions, then a new show has been created. In both these cases, the producer will be provided with numerous suggestions on ways to improve his/her show.

### **Program Format:**

All programs submitted to SBU-TV must follow the following format:

- Programs must be submitted in VHS, S-VHS or mini-DV format
- One program per videotape
- There should be at least one minute of uninterrupted control track including :10 black/countdown prior to program
- Video out should be: "This is a Production of Stony Brook University Television or SBU-TV, (copyright) (year)". [See Appendix for information on creating "Credits"].
- Tape must have three minutes of black following the end of the program
- Tape must be labeled. The labels will include the name of the Producer(s), Title of Program, program start time from head of tape, and the length of the show (hrs:min:sec)
- Programs should strive to be 29 minutes or 59 minutes in length, unless previously approved by the SBU-TV Executive Board
- Signed Contract/Release forms will accompany all single presentation programs; one signed Contract/Release form will accompany the first three episodes of a series.

### **Show Renewal Process:**

No program is guaranteed automatic continuation. A new Proposal form is required prior to each semester. The Executive Board will review the previous semester's success and failures, as well as how the show performed and maintained responsibility under the guidelines set forth by the members of the Executive Board and SBU-TV, as noted in the Handbook. At this time, recommendations for changes/improvements to the show can be brought up. Majority vote of the Executive Board is needed to accept a show for renewal.

## Freedom of Expression

SBU-TV strives to establish and maintain professional standards appropriate to a college student organization in program production, content and television operations. SBU-TV follows current FCC Rules and Regulations. Basically, if you don't see or hear it on Broadcast TV, it cannot be seen or heard on SBU-TV. Producers, who are responsible for the content of their programming, are trusted to have the judgment and maturity to recognize when material is questionable and bring it before the Executive Board and Manager of TV Operations before it airs. Consideration of context and hour of telecast should be made. Final determination of appropriateness rests with the Manager of TV Operations.

Following are some basic guidelines:

**Language:** SBU-TV does not restrict the language allowed on programs although the rules of good taste are generally recommended.

**Opinions:** People's statements on news, public affairs, and discussion programs are free from censorship and prior approval.

**Lewd, defamatory or shock material:**

SBU-TV strictly prohibits:

Obscenity – FCC rules prohibit the transmission of obscene material at any time. Three elements must be present for material to be considered obscene:

- An average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest.
- The material depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable law.
- The material, taken as a whole, lacks serious literary, artistic, political, or scientific value.

Indecency – Although indecent material is protected speech under the Constitution, FCC rules limit the time period in which indecent material may be broadcast. SBU-TV's window is 12am – 6am, with an advisory/warning requirement. The FCC defines indecency as language that: "... describes, in context, in terms patently offensive as measured by contemporary community standards for the broadcast medium, sexual or excretory activities and organs". Local community values are irrelevant to the issue of whether a work is indecent. The standard, initially used by the FCC, are the "seven dirty words": fuck, shit, piss, motherfucker, cocksucker, cunt, and tit. This has been expanded to include material that contains not only graphic descriptions, but innuendo and indirect allusions.

Defamatory content - a malicious falsehood intended to ridicule, degrade or harm the reputation of a person, group, corporation, class or association.

Failure to follow these rules will result in the immediate removal of the program from air. The Producers may re-apply for their program to air for the next semester, with a brief outline on what will be done to prevent further violations from occurring.

## **Editorial Policy**

Editorials are interpreted as the taking of sides on an issue, and producing statements or programs stating this opinion.

The Executive Council, in consultation with the Manager of Television Operations, may make editorial comments; having approved a majority vote on a typewritten version of what exactly is to be stated. The editorial must state the origins of the views being held.

Any student, faculty or administration member may request editorial time by submitting a typewritten version of exactly what is to be stated in the editorial to the Executive Council, which will discuss and approve or disapprove the request.

- All editorials must be on subjects relevant to the campus community
- Content of the editorials shall be free of libel and profanity
- The spokesperson must be a full time fee paying student or faculty member
- Air time will be given during a regularly scheduled newscast
- There will be a time limit of two minutes
- Editorial must not include a call to action

SBU-TV will grant equal time to any responsible individual who provides a written request, subject to the above standards.

Personal statements of opinions by commentators on SBU-TV's News or Public Affairs programs, including political endorsements, are not regarded as editorials and must be clearly identified as a statement of individual opinion. They are not subject to equal time provisions.

## **Permissions**

There are several situations in which producers are required to obtain permission before they may videotape certain people or in certain locations. If they fail to follow these rules, the individual who break them (be they producers, talent, etc.) will be held responsible. Instances may include:

- Parental permission for minors to appear.
- Permission of speakers at sponsored events
- Where an individual's privacy may be violated
- on Private property, certain municipal properties, dorm rooms, Professor's offices.

Any area open to all students can be videotaped.

A release for telecast should be signed by each person interviewed.

## **Promotions**

Any outside promotions for SBU-TV programs must be cleared by the Executive Board before distribution. Promotional material, (flyers, ads, t-shirts, stickers, etc.), must contain the SBU-TV logo.

## **Copyright Material**

- Plagiarism is not permitted. This includes using copy from campus publications without attribution.
- Quotes should be firsthand.
- No copyrighted materials may be used within SBU-TV shows without permission of owner except for review or commentary.

*MUSIC* - Music cleared by BMI and ASCAP licenses may be included in productions broadcast on campus cable. Producers are strongly encouraged to seek out original music from friends, students or local bands. In addition, it may be possible to request the use of a particular song from a record company.

*VIDEO* - the use of clips from a television program or movies is not allowed unless prior permission is obtained from the distributor.

*MOVIES* - Entire movies must be licensed by their distributor before air and is subject to approval from the Undergraduate Student Government, Inc., Executive Director and lawyer.

SBU-TV retains copyright on programming produced for SBU-TV. Final video should be: This is a production of Stony Brook University Television (copyright) (year).

### **Commercial Content**

By NYS regulation, SBU-TV may not include commercial or promotional content on the educational access channel. Producers, reporters and interviewers should exercise care not to promote or endorse a business, such as giving a business's hours and prices. A story about a type of business should include a sampling of at least three establishments.

### **Fundraising**

Fundraising on cable access channels is prohibited by New York State regulation.

### **Public Service Announcements**

Public Service Announcements should represent reasonable standards of integrity, public acceptance and appropriateness. The project should be non-commercial, nondenominational, politically nonpartisan and not designed to influence legislation.

### **Underwriting**

Donations are a way of producers to obtain extras like travel costs for sports programming, extra set materials, costuming, rental fees or food for the crew. These are contributions, not advertising. Producers must be clear with vendors that they are providing underwriting, not buying time. A copy of each donor agreement should be filed with the manager of TV Operations, who has forms available.

#### **Format for Underwriting Acknowledgment:**

The acknowledgment may be made at the beginning and must be made at the end of the program as the very first and/or very last elements of the program. For Seawolves Athletics, an additional sponsor credit may be given during regular breaks in action. Standard acknowledgment:

- Audio: "Additional support for (program name) provided by (underwriter)"
- Video: the business's logo, or character-generated name.

## **FACILITIES**

Since equipment associated with broadcast television is very expensive, SBU-TV must take precautionary measures to ensure that it is kept in decent working condition.

### **Broadcast Control:**

Only staff cleared by the Manager of Television Operations are permitted to operate the Broadcast Playback Equipment. This includes loading programming to the Broadcast Server, changing the broadcast schedule, changing tapes, changing playback settings, or routing of outside sources to the Controller.

### **Training/Testing:**

Executive Council members are responsible for training in their respective areas. New students interested in using SBU-TV's equipment will have to go through some form of training session. If a student feels that he/she is already familiar with the equipment, they may opt to take a short test. If he/she passes the test, it will be as if they have taken the training session. Otherwise, they will have to be trained in order to use the equipment. The Production Manager keeps a list of students who have access to SBU-TV equipment.

### **Reservations:**

All of SBU-TV's facilities must be reserved before students may use them.

#### **To reserve an Studio/Edit Room**

1. A request form (see Appendix) should be filled out and submit it to the Production Manager at least 72 hours in advance. Confirmation or denial will be given within 48 hours; a trafficking schedule will be posted in the office.
2. All necessary equipment should be specified and whether or not a studio engineer/editor is needed.
3. In order to optimize studio and equipment use, a description of what the time is going to be used for should be given.
4. The studio/edit room should be kept clean after work is finished and to producer will be held responsible for guests.
5. All tape must be obtained through the Production Manager.

#### **If a Studio Engineer/Editor is needed:**

1. If studio/edit room time has been applied for, and the requester is not an authorized engineer/editor, a request for one should be noted on the studio/edit room request form.
2. The engineer/editor who is assigned will be posted on the request sheet next to the trafficking schedule in the office

#### **If a remote is needed:**

1. The remote should be approved with the Program Director, or the Manager of Television Operations.
2. The recording requires the approval of the performers/talent involved. The Manager of Operations can provide information regarding station "Release" forms.
3. All equipment necessary to do the remote should be requested. If possible, a diagram of the remote location and directions to should be obtained or created, (i.e. - location of outlets, lighting, etc.).
4. An equipment request form should be filled and submitted at least 72 hours in advance. Any form handed in with less than 72 hours notice may be rejected. Confirmation or denial will be given within 48 hours after receiving the form.

5. Coordination for the pick-up of equipment should be made with the Production Manager or his/her designate.
6. Equipment should be returned to the Production Manager or his/her designate.

All forms can be picked up in the studios or office.

## **Office and Studio Regulations**

### **General Rules:**

1. No smoking in the office and studio complex.
2. No food or drink in the studios.
3. All concealing packages can be checked for station property whenever someone leaves the studio.
4. The studio door is to be kept closed at all times.
5. The studios and offices are to be kept clean. All personnel making use of the studios, the equipment, etc. are responsible for cleaning their work area when finished. All scrap paper is to be thrown out and the garbage can emptied into the hallway can. Anything (including tapes and scripts) that is left behind may be thrown out.
6. The studio engineer is responsible for the studios, the equipment and the persons in the studios. The studio engineer has the authority to clear the studios when necessary to insure continued normal, on-air operations. Such an order is appealable to the Manager of Operations.
7. No wiring/re-wiring of equipment may be done without the prior approval of the Manager of Television Operations, Chief Engineer, or Consulting Engineer.
8. Producers of programming are responsible for all arrangements related to their show, including: reserving time for studios; making sure that the studio are properly set up and cleaned before and after the slot reserved. To ensure that equipment is returned to their respective cabinets.
9. The office/studio may not be used as storage space during the summer for any students. If personal items are left in the studio during the summer or any other extended period of time, they may be thrown away or become the property of SBU-TV.
10. Remember, what an outsider sees when he/she enters the office/studio will become the bulk of that person's impression of this TV station.
11. It is the responsibility of the Program Director and Production Manager to place all returned equipment back in their respective cabinets. Failure to do so will result in a written warning from the Manager of Television Operations. After three such warnings, a motion for impeachment will be brought forth at the next scheduled Executive Council meeting.

### **Guests in the studios:**

Producers are responsible for the action of their guests.

The Program Director should be notified, in a reasonable amount of time, of guests and visitors to the station.

In general, the number of guests is to be held to a minimum and are not to have free access to the station unsupervised. There are to be no unauthorized guests in the studios during times when the Union is officially closed.

A member of the Executive Board has the right to remove any guest violating station policies.

### **Phone Use:**

Station phones/fax are for official SBU-TV use only.

All phone calls should be answered "Good Morning/Afternoon/Evening SBU-TV"

When taking messages, please note the day, date and time that the call came in. Address it to whom the call is for and sign your name.

Do not give out home numbers of staff members unless it is a convincing enough situation and you are prepared to deal with an angry staffer.

### **Security:**

SBU-TV has taken a number of measures to secure the equipment utilized for its' operations.

- All equipment must be kept inventoried by the Assistant Program Director.
- All equipment must be engraved with an Operation ID number, supplied by the University Police.
- All equipment must have some identifying label indicating SBU-TV.
- Staff must follow all policies in place to access the equipment.
- All equipment that leaves the facilities must have the appropriate request and tracking forms filled out.
- Offices and studios should be locked and the alarms set when no staff is present.
- Last person using the office or studio must set alarm system.
- Access code for the Alarm System will be changed each semester by the Manager of Television Operations, with the code to be given to the members of the Executive Council, the Stony Brook Union Director of Facilities Operations and the Undergraduate Student Government, Inc. Executive Director.
- Individuals requiring access must gain permission from the Executive Board. They will be added to the Stony Brook Union Facilities access list and assigned their own distinct access code to the appropriate station rooms.

### **Keys:**

Distribution of keys will be limited and determined by the Manager of Television Operations, (in agreement with the Executive Board as per the needs of SBU-TV), with a master list supplied to the Stony Brook Union Director of Facilities Operations.

- The Stony Brook Union Director of Facilities Operations will supply SBU-TV two Stony Brook Union access keys. The Manager of Television Operations and the Program Director will hold these keys.
- The office, studio and edit room locks will be keyed the same.
- Seven keys will be made for studio/office access. These are to be distributed in the following manner:
  - One key for the USG Executive Director.
  - One key for the Manager of Television Operations.
  - One key each to the Executive Board.
  - One key to be determined as per the needs of SBU-TV.
  - It is understood that the locks will be accessible by a master key maintained by the Student Union and Activities.
- Seven keys will be made for Equipment Cabinet access. These are to be distributed in the following manner:
  - One key for the USG Executive Director.
  - One key for the Manager of Television Operations.
  - One key each to the Executive Board.
  - One key to be determined as per the needs of SBU-TV.

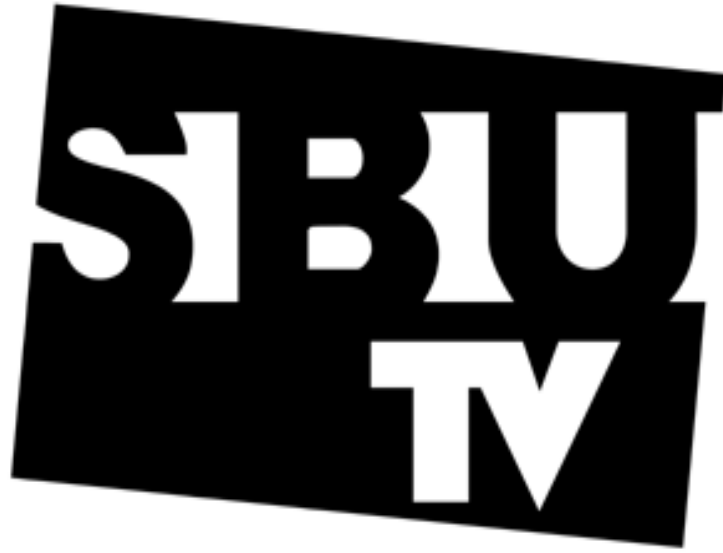
## **POLICY ON EQUIPMENT AND TAPE ALLOCATION**

1. Portable equipment may be borrowed by staff who have been trained or have passed the proper test and have filled out an Equipment Request Form. (see Appendix). No equipment will be given out if the ER Form is not handed in.
2. Forms **must** be handed in 3 days prior to the date equipment is needed. (Note: Equipment is issued on a first come, first serve basis, or if an emergency situation arises and the equipment is needed.)
3. Once forms are submitted, a time slot will be allocated if it is not already occupied. It is the responsibility of the staff member to confirm if they will have the equipment for the time requested.
4. Staff borrowing equipment are subject to the following regulations:
  - Portable equipment may be taken out for no more than 24 hours, except on weekends when it may be taken for 48 hours.
  - Equipment may not leave the University grounds without prior approval of the Manager of Television Operations, who has final say on the matter.
  - Equipment may only be borrowed by people who are working on SBU-TV related programming.
  - All equipment must be signed out by an authorized person, (Manager of Television Operations; Program Director; Production Manager; or their designate), before it is taken from SBU-TV. A confirmed reservation does not constitute signing out.
  - No studio or control-room equipment may be borrowed without express permission from the Manger of Television Operations.
  - Under special circumstances, when portable equipment is needed back at SBU-TV immediately, you must return it as soon as possible or allow someone to retrieve it from you.
  - If a piece of equipment fails to function properly or is damaged in your possession, it must be reported to the Manager of Television Operations or the Production Manager immediately upon its return.
  - The person signing out the equipment is liable for the equipment, even if someone else damages it. This person will also be charged if the equipment is damaged or missing. No further equipment will be lent out to this person if the bill has not been paid for repair or replacement, and legal action will occur. You will forfeit your right to further borrow equipment from SBU-TV. You will also not be able to register for classes or receive your transcript if your bill is not paid.
  - Equipment must be returned at the scheduled time. Other people are relying on the equipment just as much as you, so please be courteous and bring the equipment before or on time. Persons bringing equipment back late will lose privileges for 7 days and pay a late fee of \$10.00 the first day, and \$15.00 for each additional day. If an individual returns equipment late three times, they will be unable to borrow equipment for at least a month, after which they must appeal to the Executive Council.
  - Tapes provided for production are the property of SBU-TV. Tapes issued for production may not be used for class or personal work.
  - Based on their estimated needs, producers receive videotapes at the beginning of each semester. The producers are responsible for their tape inventory and should immediately label

the tapes with program name and a number. All tapes assigned to a program must be returned at the end of each semester. Failure to return tapes may lead to disciplinary action.

- All tapes stored in the editing room must be clearly labeled and properly shelved. If a tape is found lying around, it will be erased.
- A “master tape” will be provided for each program. This tape is not to leave SBU-TV premises.
- SBU-TV is not a dub house. One copy of a program may be requested by a producer for crew or guests. Duplication turn-around is based on availability of station resources.
- Council members are subject to these rules as well, and whenever possible, council members should have equipment signed out by another council member.
- All staff are required to sign a copy of this Policy, to be kept on file by the Office Manager.





# APPENDIX



## Credits: Standards & Formatting

Program credits let people know who did what for your show. They are an integral part of creating your program, so be sure to include them with every episode of your show.

Before you start making your credits, make a written list of the people that will be credited. Make sure this list is complete and that the spellings of all names are correct.

When you create the credits (whether they are scrolling or card credits) make sure that the letters are big enough so that a person 15 feet away could read them on a 13 inch monitor (like the kind we have in the studio). Just like placing any other text on the screen, make sure that the text is well spaced and well sized. Also, make sure that each name is visible on screen for at least 2 seconds (when on a card).

Remember not to use Serif fonts which may deprecate the quality of the credits, these are fonts that have little squiggles at the ends of letters that may come up odd-looking on TV screens, for example this font, Times New Roman is a Serif Font also, Bookman Old Style, Georgia and all *Script fonts* fall in the same category. Sans-Serif Fonts or fonts without squiggles include Arial, Century Gothic, Verdana and many others.

Also remember to include in your credits people that have helped you produce the program, let you use their space or contributed in any other way. Include these in a “Thanks” and “Special Thanks” section, or as needed.

### **Here’s a list of typical credits one would encounter on a television program:**

Executive Producer, Producer, Director, Associate Producer, Director of Photography (for stylized projects), Camera Operator or Videographer (for most other projects), Set Designer, Production Supervisor, Production Assistants, Graphics Engineer, Lighting, Engineering

### **Live/Live-to-Tape programs would also include credits like:**

Phone Screener or Technical Assistant (which ever suites your taste), Technical Director, Master Control Operator and others, as they come up.

Also, for all SBU-TV produced programming, the following credits must be included:

#### **Executive Producer:**

Current Production Manager (unless otherwise specified/delegated)

#### **Producer:**

The Program’s Producer or Co-Producers

#### **Production Studios:**

SBU-TV (unless otherwise specified)

At the end of the credits, please be sure to add:

copyright SBU-TV  
(year)

Remember, only one entity can hold copyright to a program.

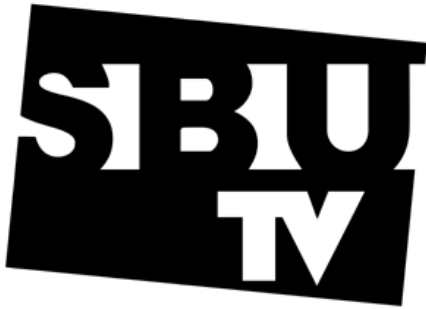
Also, at the beginning or the end of your program, make sure to add or incorporate either

**SBU-TV Presents** (preferably with the SBU-TV Logo)

Or

**An SBU-TV Production** (adding the SBU-TV Logo to your open or simply writing the words)

Please remember, all our programming is property of SBU-TV, we need to let people know this.



## SBU-TV PRODUCER CONTRACT

I have received an orientation by SBU-TV. I have read and will follow all rules and regulations of SBU-TV, as set forth in the Station By-Laws and Handbook.

I understand, that as producer, I have fulfilled the following requirements:

- Minimum of one semester of significant SBU-TV participation.
- Demonstrated ability to fulfill commitments, to conduct oneself in a professional manner, and to work well with fellow staff.
- Good academic and judicial standing.
- Knowledge of SBU-TV policies noted in the handbook.
- Basic production competence.
- Cleared on use of all station equipment by the Production Manager.

I understand, that as Producer, I am responsible for the following:

- Have an interest in the subject matter of the program being produced.
- Delivering reasonable quality programs on agreed upon dates.
- Supervising the program's volunteers.
  1. Actively recruit program staff.
  2. Meet as necessary with program's staff.
  3. Ensure crew members have obtained the proper training in their respective area of work, and are aware of station policies.
- Overseeing production activities, including
  1. studio and meeting times
  2. field shooting and editing arrangements
  3. reviewing taped material before it airs
  4. to obtain the necessary release forms from all involved in the program
  5. bringing any questionable issues to the attention of the Production Manager.

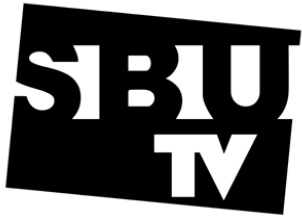
I understand, that as producer, I am ultimately accountable for not only the program content but the staff I am working with.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Name (signed)

\_\_\_\_\_  
Program Name

\_\_\_\_\_  
Date



## Getting A Show on SBU-TV

Any student/faculty/staff at Stony Brook University is welcome to propose a new show to be produced at SBU-TV. The following procedure must be followed:

1. Write up the show idea on the SBU-TV 'Proposal' form. Be aware of the Program Content Restrictions attached to the Proposal form. A sample format sheet for the program should be included.
2. Present the 'Proposal' and format sheet to a member of the Executive Board or the Manager of Television Operations for review. Part of the review should ensure that:
  - The show does not conflict with the premise of another show already existing at SBU-TV
  - The show is technically feasible within the limits of SBU-TV's capabilities.
  - There is a time slot available for the show.
  - There is a large enough crew available for the proposed show.
3. If accepted, the Production Manager will assign a qualified Producer to work on the show. Approval for equipment access will also be designated. This will require a completion of training form. If training is needed, an appointment should be set up.
4. Tape stock will be supplied and an assigned time for studio access should be requested. Three weeks will be allocated to create a pilot episode. All tapes must follow the Program Format that is attached to the "Proposal" form. This time can also be used for additional training.
5. The final step is a viewing of the show by the Manager of Television Operations and the SBU-TV Executive Board. They will then render one of three judgments regarding the show:
  - a. Passed
  - b. Conditionally passed (i.e.: passed, but additional work is needed)
  - c. Rejected

Generally, the only reasons a show will be rejected is if it contains material described in the Program Restriction section, or demonstrates complete lack of care and effort. Whether a council member likes or dislikes a show is irrelevant. If the show is passed, or if it is conditionally passed and the producer agrees with the conditions, then a new show has been created. In both these cases, the producer will be provided with numerous suggestions on ways to improve his/her show.

## SBU-TV PROGRAM PROPOSAL FORM

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Working Title: \_\_\_\_\_

Synopsis:

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Production Format:

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\_\_\_\_\_ Number of Programs  
\_\_\_\_\_ Length  
\_\_\_\_\_ Estimated Development Time  
\_\_\_\_\_ Estimated Production Time, including editing  
\_\_\_\_\_ Estimated number of videotapes required

Studio/Equipment Requirements:

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Any Special Costs beyond Videotape?

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List of Tentative Program Subjects (if applicable):

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List of People Currently Involved/Positions Needed to be filled:

| Name: | Position: | Telephone #: |
|-------|-----------|--------------|
| _____ | _____     | _____        |
| _____ | _____     | _____        |
| _____ | _____     | _____        |
| _____ | _____     | _____        |
| _____ | _____     | _____        |
| _____ | _____     | _____        |
| _____ | _____     | _____        |
| _____ | _____     | _____        |
| _____ | _____     | _____        |
| _____ | _____     | _____        |

Please attach a detailed treatment format sheet for one program.

There will be no commitments, purchases, production or pre-selection of volunteers prior to acceptance of a proposal by the Manager of Television Operations and the SBU-TV Executive Board.

### **Sample Treatment Format**

Stony Brook Police #1, 12/10/01

A program explaining the operation and continued community projects of the University Police. Shot in the studio and various campus locations. This episode explains the self-defense program offered to students.

1. Series theme, title (1:00)
2. Officer introduces himself, describes program. (1:00)
3. Officer introduces guest. Guest gives explanation of his background and that of the self-defense program. (3:00)
4. Cut to pre-shot footage of students explaining how they found out about this program, and their reasons for signing up and participating. (3:00)
5. Back to guest explaining what is taught. (3:00)
6. Pre-shot footage of students in self-defense class, learning moves, etc. (4:00)
7. Host asks some questions about effectiveness of moves, how beneficial they are, etc. Guest responds. (3:00)
8. Cut to students talking of real life experiences, how program has helped them. (3:00)
9. Host has guest give details on how and where to sign up to participate in program. (2:00)
10. Host wraps up show. (1:00)
11. Graphic end title with theme. (1:00)

Approximate length of program: 25 minutes

## **Program Content Restrictions**

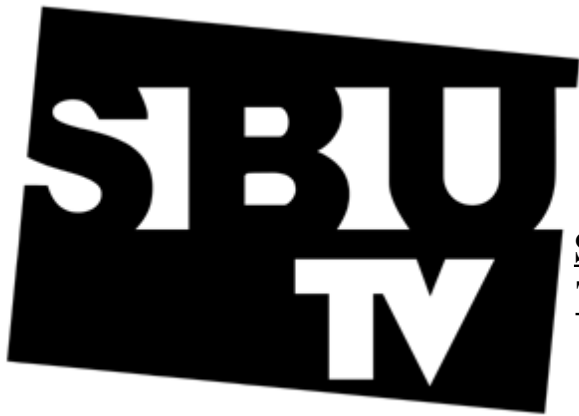
Programs submitted to SBU-TV for telecast may not contain the following:

- Material that violates SBU-TV Policies as outlined in the station Constitution and Handbook.
- Material that is obscene.
- Material which may violate any local, state or federal laws.
- Material that is libelous, an invasion of privacy, slanders, or contains unlawful use of copyright or trademark.
- Material which has a reasonable probability of creating imminent danger or damage to property or injury to persons, or creating a public nuisance.

### **Program Format:**

All programs submitted to SBU-TV must follow the following format:

- Programs must be submitted in VHS, S-VHS or mini-DV format
- One program per videotape
- There should be at least one minute of uninterrupted control track including :10 black/countdown prior to program
- Video out should be: “This is a Production of Stony Brook University Television or SBU-TV, (copyright) (year)”
- Tape must have three minutes of black following the end of the program
- Tape must be labeled. The labels will include the name of the Producer(s), Title of Program, program start time from head of tape, and the length of the show (hrs:min:sec)
- Programs should strive to be 29 minutes or 59 minutes in length, unless previously approved by the SBU-TV Executive Board
- Signed Contract/Release forms will accompany all single presentation programs; one signed Contract/Release form will accompany the first three episodes of a series.



**SBU-TV**  
**Talent Authorization and Release Form**

I, \_\_\_\_\_, hereby grant to SBU-TV, and others acting in its behalf, the right to record my person and voice using audio, photographic, and video techniques and to use these recordings for future broadcast on SBU-TV. I hereby waive all rights of any nature in such recording(s) and the exhibition thereof.

It is understood that this grant includes the right to use, reproduce, distribute and exhibit such photographic, video, or audio productions in any and all media throughout the world without limitation, and to authorize others to do so.

It is further understood that this grant is provided at no cost to SBU-TV, and that no compensation of any kind shall be due or expected.

Name of Program: \_\_\_\_\_

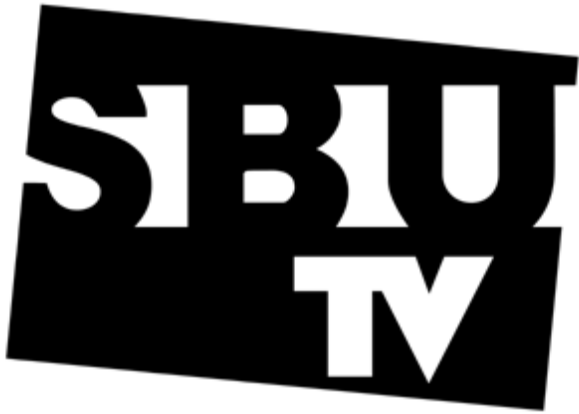
Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

If a minor, signature of parent or guardian:

\_\_\_\_\_  
Date: \_\_\_\_\_

Witness: \_\_\_\_\_



**SBU-TV**  
**Location Release Form**

I, \_\_\_\_\_, hereby grant to SBU-TV, and others acting in its behalf, the right to record/videotape at:

\_\_\_\_\_ (Location), and to use these recordings for future broadcast on SBU-TV. I hereby waive all rights of any nature in such recording(s) and the exhibition thereof.

It is understood that this grant includes the right to use, reproduce, distribute and exhibit such video productions in any and all media throughout the world without limitation, and to authorize others to do so.

It is further understood that this grant is provided at no cost to SBU-TV, and that no compensation of any kind shall be due or expected.

Name of Program: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

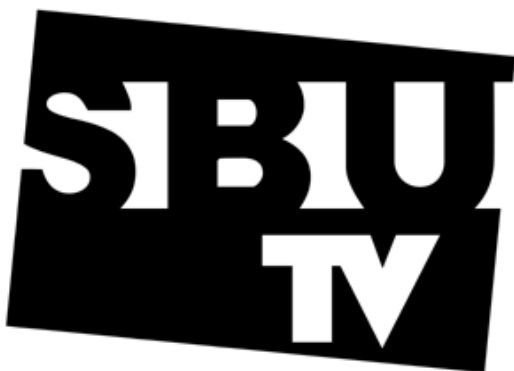
Witness: \_\_\_\_\_

## **SBU-TV POLICY ON EQUIPMENT & TAPE ALLOCATION**

1. Portable equipment may be borrowed by staff that have been trained or have passed the proper test and have filled out an Equipment Request Form. No equipment will be given out if the ER Form is not handed in.
2. Forms **must** be handed in 3 days prior to the date equipment is needed. (Note: Equipment is issued on a first come, first serve basis, or if an emergency situation arises and the equipment is needed.)
3. Once you hand in the forms, you will be put in the time slot you requested if it is not occupied. It is up to you to check if you will have the equipment for the time you requested.
4. People borrowing equipment are subject to the following regulations:
  - Portable equipment may be taken out for no more than 24 hours, except on weekends when it may be taken for 48 hours.
  - Equipment may not leave the University grounds without prior approval of the Manager of Television Operations, who has final say on the matter.
  - Equipment may only be borrowed by people who are working on SBU-TV related programming.
  - All equipment must be signed out by an authorized person, (Manager of Television Operations; Program Director; Production Manager; or their designate), before it is taken from SBU-TV. A confirmed reservation does not constitute signing out.
  - No studio or control-room equipment may be removed from the premises of SBU-TV.
  - Under special circumstances, when portable equipment is needed back at SBU-TV immediately, you must return it as soon as possible or allow someone to retrieve it from you.
  - If a piece of equipment fails to function properly or is damaged in your possession, it must be reported to the Manager of Television Operations or the Production Manager immediately upon its return.
  - The person signing out the equipment is liable for the equipment, even if someone else damages it. This person will also be charged if the equipment is damaged or missing. No further equipment will be lent out to this person if the bill has not been paid for repair or replacement, and legal action will occur. You will forfeit your right to further borrow equipment from SBU-TV. You will also not be able to register for classes or receive your transcript if your bill is not paid.
  - Equipment must be returned at the scheduled time. Other people are relying on the equipment just as much as you, so please be courteous and bring the equipment before or on time. Persons bringing equipment back late will lose privileges for 7 days and pay a late fee of \$10.00 the first day, and \$15.00 for each additional day. If an individual returns equipment late three times, they will be unable to borrow equipment for at least a month, after which they must appeal to the Executive Board.
  - Tapes provided for production are the property of SBU-TV. Tapes issued for production may not be used for class or personal work.
  - Based on their estimated needs, producers receive videotapes at the beginning of each semester. The producers are responsible for their tape inventory and should immediately label the tapes with program name and a number. All tapes assigned to a program must be returned at the end of each semester. Failure to return tapes may lead to disciplinary action.
  - All tapes stored in the editing room must be clearly labeled and properly shelved. If a tape is found lying around, it will be erased.
  - A "master tape" will be provided for each program. This tape is not to leave SBU-TV premises.
  - SBU-TV is not a dub house. One copy of a program may be requested by a producer for crew or guests. Duplication turn-around is based on availability of station resources.
  - Board members are subject to these rules as well, and whenever possible, board members should have equipment signed out by another board member.

I AGREE TO THE TERMS AS STATED ABOVE.

Signed: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
Stony Brook ID: \_\_\_\_\_  
Date: \_\_\_\_\_  
Broadcast Year: \_\_\_\_\_



# EQUIPMENT REQUEST FORM

|                                |               |
|--------------------------------|---------------|
| Requester Name:                | Phone #:      |
| Address:                       | Cell/Pager #: |
|                                | S.B. ID #:    |
|                                | Date Filled:  |
| Producer / Name of Production: |               |

| Equipment: | Number/Type | Accessories(If Applicable) |
|------------|-------------|----------------------------|
| Camera     |             |                            |
| Lights     |             |                            |
| Tripod     |             |                            |
| Microphone |             |                            |
| Other      |             |                            |

Location of Shoot:

People using Equipment:

|                 |                      |
|-----------------|----------------------|
| Date Requested: | Date to be Returned: |
| Time Requested: | Time to be Returned: |

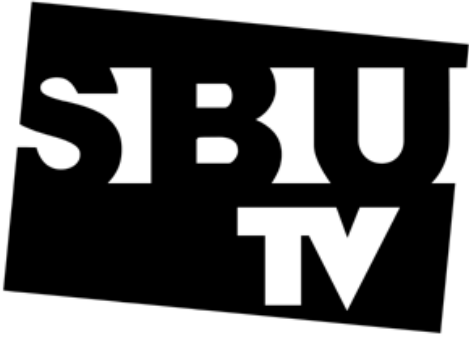
**Terms:** I, The person requesting the SBU-TV equipment above am responsible for the safety and proper use of this equipment. SBU-TV will not tolerate improper use of equipment. By signing this document, I assume responsibility for all the gear listed above. In case of any damage, I am responsible for full repair, by an SBU-TV approved qualified service center and/or replacement cost of any equipment returned damaged or broken. I also agree to all the terms in SBU-TV's Policy on Equipment Allocation.

**I understand the terms above as they apply to me.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**PLEASE SUBMIT TO PRODUCTION MANAGER AT LEAST THREE DAYS BEFORE DATE NEEDED**

|  |                  |
|--|------------------|
| <b>Office use only:</b>  |                  |
| Approved: _____  |                  |
| Declined: _____  |                  |
| <b>Returned Equipment Condition:</b>   |                  |
| <input type="checkbox"/> As Issued <input type="checkbox"/> Part Missing <input type="checkbox"/> Broken <input type="checkbox"/> Serious Disrepair <input type="checkbox"/> Other |                  |
| Name: _____  | Signature: _____ |
| <b>Special Issues with Condition Returned:</b>   |                  |
| _____  |                  |
| _____  |                  |
| _____  |                  |



# EDIT ROOM/STUDIO REQUEST FORM

|                                |  |               |
|--------------------------------|--|---------------|
| Requester Name:                |  | Phone #:      |
| Address:                       |  | Cell/Pager #: |
| [REDACTED]                     |  | S.B. ID #:    |
| [REDACTED]                     |  | Date Filled:  |
| Producer / Name of Production: |  |               |

| STUDIO     | Number/Type | Accessories(If Applicable) |
|------------|-------------|----------------------------|
| Camera     |             |                            |
| Lights     |             |                            |
| Tripod     |             |                            |
| Microphone |             |                            |
| Other      |             |                            |

|                           |           |             |                  |
|---------------------------|-----------|-------------|------------------|
| <b>EDIT ROOM</b> (circle) | Apple FCP | Avid Xpress | Sony Dub Station |
|---------------------------|-----------|-------------|------------------|

|                                  |            |       |       |       |       |       |
|----------------------------------|------------|-------|-------|-------|-------|-------|
| Date Requested:                  | [REDACTED] | Time: | am/pm | to    | am/pm |       |
| Engineer/Editor Needed? (circle) | Yes        | No    | Time: | am/pm | to    | am/pm |

Terms: I, The person requesting the SBU-TV room and equipment above, take full responsibility for all activities that take place and for the safety and proper use of the equipment. SBU-TV will not tolerate improper activities and use of edit/studio equipment. By signing this document, I assume responsibility for all the equipment listed above. In case of any damage, I am responsible for full repair, by an SBU-TV approved qualified service center and/or replacement cost of any equipment returned damaged or broken. I also agree to all the terms of SBU-TV's Office and Studio Regulations and Policy on Equipment Allocation.

**I understand the terms above as they apply to me.**

|       |            |
|-------|------------|
| Name: | Signature: |
|-------|------------|

**PLEASE SUBMIT TO THE CHIEF EDITOR AT LEAST THREE DAYS BEFORE DATE NEEDED**

|  |            |
|--|------------|
| <b>Office use only:</b>  |            |
| Approved: _____  |            |
| Declined: _____  |            |
| Studio/Edit Room Status at start of session: <input type="checkbox"/> Clean <input type="checkbox"/> Dirty (Details _____)   |            |
| Studio/Edit Room Status at end of session: <input type="checkbox"/> Clean <input type="checkbox"/> Dirty (Details _____)   |            |
| <b>Returned Equipment Condition:</b>   |            |
| <input type="checkbox"/> As Issued <input type="checkbox"/> Part Missing <input type="checkbox"/> Broken <input type="checkbox"/> Serious Disrepair <input type="checkbox"/> Other |            |
| Name:  | Signature: |
| Special Issues with Condition Returned:  |            |
| _____  |            |
| _____  |            |
| _____  |            |



