



• PRODUCTION GUIDELINES

Nowhere is planning more important than in television production. Well, OK, maybe launching the shuttle needs some careful planning too but TV comes a close second. But seriously . . . pre-production planning will make your show go smoother and in the end, be more rewarding for you and OTN.

This is not an exhaustive list of do's and don'ts but here are some things to keep in mind.

• PERMISSION

There are some situations that require producers to obtain written permission before they videotape people or locations. Prior permission to videotape may be necessary in circumstances such as

- permission of speakers at sponsored events
- where an individual's privacy may be violated
- on private property, certain municipal properties, the Sheraton University Inn, Marshall Street, Westcott Street, etc.

A Talent Release is required for everyone who appears in an OTN produced program. This includes using someone's voice whether pre-recorded (V/O) or over the telephone. The only exceptions are news or interview programs. Producers will be expected to provide copies of talent release forms to the General Manager of OTN.

A Location Release is required before videotaping on private property. This includes a dorm room or faculty office. Releases are not needed to videotape in areas that are open to all students.

Releases can be obtained from the General Manager.

• COPYRIGHT

Copyright is a form of protection provided by the laws of the United States to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. If you are not familiar with copyright laws, be aware that the use of copyrighted material is not allowed on the Orange Television Network unless you have permission from the copyright holder.

It is a common misunderstanding that because OTN is part of an educational institution and that it is closed-circuit (OTN broadcasts only to the campus and not the surrounding area) there are different and more lenient rules for copyright. This is simply not true. The same rules that apply for cable and broadcast networks as well as local network affiliates apply to OTN.

Anything you plan on using in your show that you do not create yourself is subject to copyright laws. This includes music, photographs, video clips, voices and so forth. During the program proposal process the General Manager will discuss this with you but you should learn more about this topic yourself. A very good reference for more information about copyright can be found at www.copyright.gov.

- **LEWD, DEFAMATORY OR SHOCK MATERIAL**

Producers, who are responsible for the content of their programming, are trusted to have the judgment and maturity to recognize when material is questionable. OTN does not telecast obscene or indecent material - that which is patently offensive applying contemporary community standards or defamatory content - a malicious falsehood intended to ridicule or degrade persons. In this regard, unless it is absolutely critical to the storyline, use of vulgar language is discouraged.

Finally, the General Manger will review with you in more detail the things you should know and plan for with your production schedule.