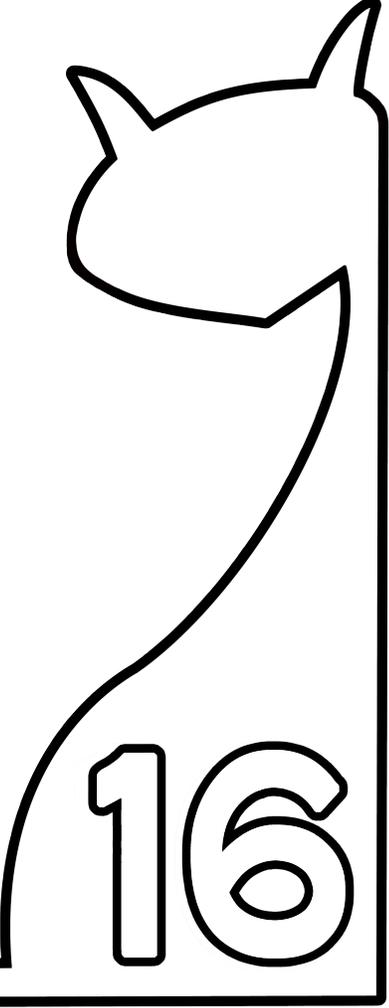


BCAT Member Handbook



BCAT 16

Website: www.bcat16.org

Email: bcat@BloomingtonMN.gov

Phone 952-563-4980

TTY: 952-563-8740

Business Hours:

Monday-Thursday 4 – 9:30 p.m.

Saturdays 10 a.m. – 3 p.m.

Membership

As a member of BCAT you join others in showing your support of community television as a valuable resource. You can take classes, produce shows, check out gear, and use the studio and edit suites. All programs created with BCAT gear are cablecast on BCAT channel 16.

BCAT equipment may not be used for personal or commercial purposes. This means the equipment may not be used for weddings, family reunions, parties, commercials, or any money-making purposes.

Your video must be cablecast on Channel 16.

Fees

Bloomington students	\$15/yr
Bloomington residents	\$50/yr
Bloomington organizations	\$135/yr

Students must provide proof of enrollment.

Sponsorship

For programming created by non-Bloomington residents and non-members, sponsorship is an option. Sponsors act on behalf of the producer.

Sponsors must meet one of the following requirements:

- Be a resident of Bloomington,
- Work in Bloomington, or
- Be a member of a Bloomington-based organization.

Sponsors need to submit a sponsorship form. They are then responsible for shows submitted by the Producer.

Certification

After orientation class, BCAT users are eligible to become certified to check out gear, use the studio, and work in the edit suites. To become certified users must take the appropriate BCAT Class.

Members with advanced knowledge have the option to take and pass a certification test. The cost is \$10 per administered test. Certification tests are given by appointment only.

BCAT Classes

Email bcat@BloomingtonMN.gov or call 952-563-4980 to register for classes or get more information.

Orientation **Free**

Orientation is required for all members before they take additional classes or use BCAT equipment. This class acquaints you with the facilities, procedures, and guidelines.

Studio Production **\$25**

Studio Production class gets you inside BCAT's TV studio and control room. Learn the foundational operating skills of the studio camera, studio lighting, and control room.

Digital Video Camera **\$25**

Digital Video Camera class will teach you how to use our prosumer camcorders. Once certified you can reserve a camera and tripod to take offsite.

Premiere Pro Video Editing **\$50**

You'll learn to edit your footage together, add transitions, create titles, and music!

There are also advanced camera, editing and studio classes offered.

Facilities & Equipment

- One 30' x 40' broadcast studio with green screen and adjustable LED lighting grid
- Three studio cameras
- One video switcher and effects
- Three editing stations
- One sound recording booth
- Audio gear, including: wired & wireless mics, mixers, boom kits, headphones
- SDHC card based cameras and tripods
- Field monitors
- Lighting kit and reflectors
- One DVD duplicator
- One Dub Rack

Hours of Use

8 hours/week edit suite
4 hours/week studio
3 days/week field equipment

Materials for Purchase

- DVD-Rs (Inkjet Printable)
- CD-Rs (Inkjet Printable)

Program proposal

To allow our members to have full creative power, BCAT requires a program proposal before shooting.

The proposal assures BCAT that you are using the equipment for appropriate purposes. It also helps monitor or track the development of your project.

While BCAT does not set deadlines, we do expect members to complete their projects in a timely manner. If a member has not completed their project within a year, BCAT privileges may be suspended or denied.

Checking out and in

Equipment

Cameras may be checked out once a week for up to three days. Damaged equipment should be reported immediately. Members may be fined for missing items, even small things like lens caps and windscreens.

Edit suites

Check in with BCAT staff to let them know that you are here. Only certified members may edit. Guests may be in the room, but may not touch the equipment.

Do not attempt to fix or re-wire anything yourself.

Always ask staff for assistance with any technical problems. Do not bring food or drink into the edit room and leave the edit room clean and orderly.

Studio

The studio may be reserved for a total of four hours a week. Reservations may be made by email or phone, but must be confirmed by staff.

Minors

Members who are under 18 years old may use BCAT's equipment and facilities, but a parent or guardian must be present to sign the Statement of Compliance.

The parent or guardian must accompany the minor to check the equipment out, but may not pick up or return equipment for the minor.

Minors may use the editing suites without a parent or guardian. The studio may be used only if a parent or guardian is present and has agreed to be responsible for the safety of the minors and the equipment.

Reservations

Email bcat@bloomingtonmn.gov or call 952-563-4980 to make reservations for equipment or facility use.

Once you have an active membership and have taken the appropriate classes, BCAT staff will check out equipment on a first-come, first-serve basis. Making a reservation will be the only way to guarantee that you will receive the equipment you want on time.

Field equipment may not be reserved more than 3 weeks in a row. It will be possible to pick up a camera without a reservation if one is available. The camera must be returned before the next scheduled reservation.

If a producer would like to take equipment for a longer time, a written request must be submitted to the Communications Specialist. Sufficient advanced notice is required and all requests are subject to the approval of the Communications Specialist.

Canceling a Reservation

Change or cancel a reservation by calling BCAT. It is important to notify BCAT as soon as possible, as other members may be on a waiting list for that piece of equipment or use of the facility.

Members who are more than 30 minutes late forfeit their reservation. This rule applies to equipment use, studios, and edits suites.

Late returns of equipment will be subject to a fine. Members who habitually do not give notification that they will be absent and/or tardy risk suspension.

While there is no penalty for coming in early, the equipment, studio or edit room may not be available.

Fines for late returns

Fines must be paid in full before access privileges can be resumed. Fines are as follows:

One day late = \$20

Two days late = \$40

Three days late = \$60 and possible suspension

Proper care of equipment

You break it, you buy it

Please treat the equipment with care and respect. Remember that you are responsible for its safe return in good working order. Wrap and store cables properly at the end of your production.

Members will be charged for necessary repairs and may be fined if the equipment is lost, stolen or returned late. If lost or damaged, you may be charged the full replacement cost for the item.

Never leave equipment unattended. Always transport equipment properly in their cases.

Keep your car locked when there is equipment inside. Do not leave your equipment in your car overnight. Storing the equipment in extreme temperatures can damage the equipment and/or ruin your production.

Program scheduling

BCAT staff will schedule channel time in a first-come, first serve, non-discriminatory manner that will maximize fairness and diversity of expression.

This will also ensure that no individual or group monopolizes channel time. BCAT will exercise scheduling discretion to ensure access for new members, standalone programs, series of limited duration, and special events.

Submitting programs for playback

Forms

A Series Timeslot Application must be filled out in order to receive a regular timeslot. Every time a new program or episode is submitted, a Program Submission form must also be completed.

Formats

Shows must be submitted on DVD-R or as MPEG2 or MP4 digital files.

We currently do not accept submissions on VHS or any other forms of media.

Contents

Producers must fill out a Program Submission form certifying that the following are not contained in their program:

- Advertising material or other commercial programming.
- Lottery or lottery information.
- Obscene material, sexually explicit conduct.
- Material soliciting or promoting unlawful conduct.
- Indecent, slanderous or libelous material.

Airing requirements

BCAT accepts half-hour and one-hour programs.

Half-hour programs should not be more than "29 min. 30 sec." in length. One-hour programs should not be more than "59 min. 30 sec." in length.

Specials, shorts and public service announcements are great alternatives to doing a regular series show.

DVDs should include:

- DVD-R format
- Only one program each
- Either no menu or one menu for the program.
- Do not include bars, slate or countdown.

Labels

DVDs and their cases must be labeled legibly with the program name, **exact running time**, producer's name, and producer's phone number.

Please do not use adhesive labels on DVDs!

Underwriting policy

Because BCAT is a non-commercial service, there may not be any direct solicitations of funds, equipment, business, service, products or goods in your program.

This is not to preclude the incidental mention of a business or product, as part of a program, where the primary purpose is to disseminate information of public benefit.

Businesses, individuals and organizations may be acknowledged for assistance in the production of a program or the provision of other means of support.

Some examples of usable underwriting are:

- *"This program has been made possible in part by (underwriter's name)..."*
- *"This program was made possible by a grant from (underwriter's name)..."*
- *"Major funding of this program was provided by (underwriter's name)..."*