

Department of Business Affairs and Consumer Protection
Standards Concerning Use of Local Origination Channel 25

The Department of Business Affairs and Consumer Protection hereby sets forth its standards concerning use of Cable Channel 25. Channel 25 is dedicated to the creation and promotion of quality programming by Producers located in the City of Chicago, and to facilitating the creative artistic energies of these local Producers.¹

The following standards shall apply on and after November 1, 2003:

I. General Standards

1. To be acceptable for Channel 25, programming must be produced by Chicago residents or business entities located within the city limits and must be produced within the City of Chicago. Programming must be designed specifically for city residents, and must relate to Chicago subjects and/or interests.
2. Shows must be submitted in 29 or 58 minute segments;
3. No more than 7 minutes of commercials shall be permitted for each 30 minutes of programming.
4. Programming that includes obscene material will not be accepted. Obscene material is that which: (1) an average person, applying contemporary community standards, would find, as a whole, appeals to the prurient interest; (2) depicts or describes, in a patently offensive way, sexual conduct specifically defined by applicable law; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value. See Miller v. California, 413 U.S. 15 (1973).
5. For programs containing portions not produced by local Producers, e.g., music videos, government-produced or government-sponsored tourist videos, etc., a minimum of 30% of the non-commercial portion of the time slot shall be produced by a local Producer.
6. Programs produced in whole or in part at the CAN-TV (commonly known as "Public Access" or "Cable Access") will not be accepted for playback on Channel 25.
7. Except where approved by Channel 25, no non-series programs that are repeat, non-original programs will be broadcast without the prior approval of the Traffic Coordinator. A repeat program means a program containing at least 50% of material that is repeated from a previous program or programs.
8. Channel 25 Producers must solicit their own advertisers/sponsors. In doing so, the Producer is responsible for identifying potential advertisers/sponsors, making presentations to advertisers/sponsors, providing any appropriate documentation and not misrepresenting the Producer's program, Channel 25, or the Producer's relationship with Channel 25.
9. Channel 25 Producers must comply with section 2-156-040 of the Municipal Code of Chicago ("Offering, receiving and soliciting gifts or favors"), and with all other applicable provisions of Chapter 2-156 of the Municipal Code ("Governmental Ethics.").
10. Beginning November 1, 2003, all Producers established on Channel 25 as of July 1, 2003, must pay a \$25 fee for each half-hour of program time. Fees are due, in advance, either for the entire amount of the contract or divided into monthly installments that are paid on the first day of each month. A discount of 10% is offered to all producers who pay the entire contract amount within 15 days of contract execution for contracts of six months or

¹ The City of Chicago assumed responsibility for Channel 25 on April 1, 1999. At that time, a small number of non-city residents had programming on Channel 25. In order to preserve popular programming produced by non-residents, the following caveat shall apply: non-local producers whose programming was shown on Channel 25 as of April 1, 1999, shall be permitted to continue such programming. No other non-local programming will be accepted.

more. Checks and money orders must be made payable to City of Chicago. Checks returned due to non-sufficient funds will be charged a processing fee.

11. Beginning January 1, 2005, fees may be adjusted to reflect the city's cost of administering Channel 25.
12. Programs that are delivered without the proper fee(s) or payment in advance, if monthly installment is chosen as option, will not air beginning on the sixtieth day of non-payment and will result in the program being removed from the program schedule at the same time. Removal from the program schedule forfeits the time slot for that program.
13. If a program is removed from the program schedule, the slot will be filled with programs from the Channel 25 waiting list. To re-establish a program on the Channel 25 programming schedule once it is removed, the Producer must be added to the Channel 25 waiting list.

II. Scheduling Standards

1. A Producer may continue to broadcast the program for which a slot has been assigned in the date range specified in the Channel 25 Producer Agreement as long as these Standards are followed.
2. New Producers and programs to Channel 25 will be given an initial thirteen week agreement. Factors that will determine Producer Agreements being renewed are adherence to these standards, production value of program with particular reference to artistic excellence and artistic merit, and popularity of program.
3. Time slots for which Producer Agreements have expired will become available to programs on the Channel 25 waiting list. Producer Agreements may be renewed in six or twelve month periods solely at the discretion of Channel 25 management and based on the same factors delineated in item two of this section.
4. Programs that graphically depict violence or illegal use of drugs, or that contain indecent material, including depictions of sexual or excretory activities or body parts, or that contain explicit discussion of adult themes not appropriate for children such as, but not limited to, sexual activities, may only be aired between the hours of 11:00 p.m. and 6:00 a.m.
5. A Producer does not have the right to change the title or concept of a program once it has been approved for inclusion in Channel 25's programming schedule without prior approval of the Channel 25 Management. Changing a title or the concept of a program without prior approval is grounds for immediate cancellation of the program.
6. A series may only rerun or re-use portions of footage from previously aired programs four times within one year.

III. Program Submission Standards

1. Any producer wishing to have his or her program aired on Channel 25 must first submit a complete program, along with completed Project Description and Professional History Forms. Channel 25 personnel will review the program for compliance with these standards.
2. A Producer must fill out, sign and return to Channel 25 a "LOCAL ORIGINATION CHANNEL 25 ("Channel 25") PRODUCER AGREEMENT" before the producer's program will be accepted for cablecast. This document will be delivered to a prospective supplying Producer to Channel 25 once the Producer's program has been reviewed and the invitation to supply to Channel 25 has been made and accepted.
3. A program must be submitted in its entirety and must include commercials, credits and copyright.
4. Programs must be delivered no later than 48 hours before cablecast. If you have special circumstances that prevent you from meeting this requirement, arrangements must be made with the traffic coordinator. Any program not meeting this requirement without prior arrangements being made may not air.

5. Programs will be accepted on the following days and times:

Monday through Thursday	9AM – 7PM
Friday	9AM – 6PM
Saturday	9AM – 6PM
Sunday	10AM – 6PM

6. On holidays when the Cultural Center is closed, no program drop off will be allowed. Please check Cultural Center website for hours of operation (link at www.cable25.org) and plan accordingly.
7. Program Drop-Off/Ch.25 Master Control: Channel 25
Cultural Center/1st Floor
78 E. Washington
Chicago, IL 60602
Phone -- (312) 744-6516.
8. There is no room at the playback facility for archiving. Any cassette not picked up within one month of its last playback will be recycled.
9. It is the responsibility of the Producer to keep contact information up to date. The inability of Channel 25 personnel to contact the Producer of a show due to out of date contact information may result in cancellation of the show's time slot.

IV. Production/Technical Standards

General

1. Programs must be produced on broadcast-quality state-of-the-art video equipment.
2. All programs submitted to Channel 25 must demonstrate technical competence in the following areas: directing, camera operation (in particular shot composition and movement), lighting, editing, and sound design of overall program.
3. Programs must be at least two-camera productions or one-camera field productions that are tightly edited to give an overall effect comparable to a two-camera production using a switcher to take a shot from one camera to the other.
4. If other production elements such as film clips, slides, photos, and audio bites are incorporated into a program or spots, they must be of comparable production quality and content as the other major elements of the program or spots.
5. Formats submitted must be DVCam or MiniDV.
6. There must not be a loss of control track for thirty seconds prior to the start of the program. Stability is required in all control track signals.
7. Include 45 seconds of bars and tone at beginning of tape.
8. Cassette cases must be **legibly** labeled with program title **on the spine**. Air date(s) and total running time of the program should be placed on the wide portion of the case. Do not include black or color bars in your total program time. Name and telephone number of person to contact in case a problem with the tape occurs must be put on the wide portion of the label. **Any program submitted that does not fulfill this requirement will not be accepted for playback.**
9. Under no circumstances may the Producer enter Channel 25's master control area. The Producer may only enter Channel 25's offices and other technical areas with the permission of Channel 25 staff.

Video

1. Insert at least 5 seconds of black between end of bars and tone and the beginning of program.
2. Record black burst from the end of program to the end of tape without a break in control track.

Audio

1. The entire program must have clear, non-distorted audio of sufficient volume. If music is used, the music must be integrated with other audio to provide a balanced sound mix.
2. There must be audio on **both channels**. Audio can be either stereo or dual channel monaural.

If there are any questions, please contact the station at (312) 744-6515.