



PLYMOUTH | KINGSTON | DUXBURY | PEMBROKE

www.pactv.org

MEMBERSHIP PACKET

Policies & Rules

PACTV

ABOUT PACTV

PACTV's Mission

We inform and empower our communities to connect and engage through media.

Welcome to PACTV

Welcome and thank you for joining PACTV! You are now a part of a community organization that provides access to media technology, production facilities and a network of local producers who are making television programs and videos that can be seen on the PACTV's Community Channel.

Our staff is excited to work with you, offer support and see your content on the Community Channel. Joining as a member gives you access to equipment, facility and staff so you can turn your ideas into programming. We are here to answer any questions you may have.

About our organization

PACTV is a not-for-profit 501(c)(3) organization that incorporated in 1996, to serve the town of Plymouth. Kingston signed on in 1998, followed by Duxbury in 2011 and Pembroke in 2012. PACTV provides Public, Educational, and Government Access services and a public forum for its communities and this collaboration allows PACTV to provide updated equipment and facilities for our members, including three studios. We provide media training, facility and channel access to promote media literacy so that our communities may exercise their First Amendment Right to free speech. PACTV is located at 4 Collins Avenue in the Plymouth Industrial Park. PACTV's day-to-day operation is managed by our staff and we report to a Board of Directors. Contact information for staff and board can be found on page X.

Hours of Operation:

Monday	10:00am – 10:00pm	
Tuesday	10:00am – 6:00pm	Administrative Hours only
Wednesday	10:00am – 10:00pm	
Thursday	10:00am – 10:00pm	
Friday	10:00am-8:00pm	Summer Closes at 6pm
Saturday	By Appointment only	
Sunday	Closed	

PACTV's Channels

	Community		Education		Government	
Duxbury	Comcast 13	Verizon 43			Comcast 15	Verizon 39
Kingston	Comcast 13	Verizon 43	Comcast 14	Verizon 41	Comcast 14	Verizon 41
Pembroke	Comcast 13		Comcast 14		Comcast 15	
Plymouth	Comcast 13	Verizon 43			Comcast 15	Verizon 47

PACTV's Vision:

PACTV is committed to promoting the growth and prosperity of our communities through education and advocacy of open expression through local media. As a trusted partner and creative resource, we endeavor to advance our communities' vision with progressive services, innovative tools, volunteers and dedicated staff.

Membership Benefits

Membership	Cost	Ages	Classes	Notes
Individual	\$30	18-61	Free	
Family	\$60	4 members	Free	
Senior	\$15	62 and over	Free	
Youth & Student	\$15	11-13* 14-17 & College	Free	*Must be accompanied by an adult
Organization Level 1	Free		No	Community Bulletin Board and 3 PSAs/year
Organization Level 2	\$50	Up to 4 members**	Free	Intended for nonprofits creating a show /video
Business	\$100	Up to 4 members**	Free	Non-commercial programming only
Government	Free			Call for details
Youth & staff Kingston & Pembroke	Free		Free	Call for details

** \$15 for each additional member.

Interns and Volunteers

There are many opportunities for members to volunteer on PACTV shows, government programs and community events. Community producers may also need your help.

If you would like to volunteer, fill out a Volunteer Form and contact The Director of Community Media, Kim Miot, at 508-830-6999 or email Kim at kim@pactv.org. You may also volunteer to earn community service hours for school or to offset your annual membership fee.

PACTV offers several internships for students earning college credits. For more information or to apply, fill out the internship application at www.pactv.org/internships.

Take the Next Steps

- 1) Read the Membership Packet and complete the membership form. Membership fee can be paid via cash, check (made out to PACTV) or by credit card via phone (508) 830-6999 or in person.
- 2) If you want to create a show or video, complete a "Producer Form." PACTV Staff are experienced in developing and producing community shows of all kinds. We are here to help you develop your idea and turn it into a program. Set up an appointment with staff to take the next step for appropriate training classes.
- 3) Attend New Member Orientation on the first Thursday of each month at 7pm with Kim Miot, Director of Community Media. Sign up required via email kim@pactv.org.
- 4) Register for Classes (see more about classes on page 4)
- 5) Produce your show
- 6) If you need extra help with your show, sign up for "All About Your Show" on the first Thursday of each month at 6pm. Sign up required by emailing Kim at kim@pactv.org.

Community Channel Production Classes and Creating Your Own Production

All PACTV's classes are available to members who are either part of an existing production or intend to create a production for the Community Channel.

If you are interested in creating a show please complete a Producer Form and attend the New Member Orientation on the first Thursday of every month or contact Kim Miot, Director of Community Media, to get started 508-830-6999 or email Kim at kim@pactv.org.

Once members have taken a class, they then become certified in that area and may check out the equipment or reserve the facilities at no cost. All content produced using PACTV equipment and facilities must be shown on the PACTV Community Access Channel (Comcast 13 and Verizon 43).

Please note: if you are interested in PACTV's classes for purposes outside of creating content for the Community Channel, contact Donna Rodriguez, Director of Creative Media Services.

Community Channel Classes

	Field Production	Studio Production	Either Field or Studio	Cost
Basic Classes				
Into to Camcorder (XF100 and Vixia)	X	X		FREE
Basic Studio A (large studio)		X		FREE
Basic Studio B (small talk show studio)				FREE
Basic Editing with Adobe Premiere Pro			X	FREE
Additional Classes				
Advanced Editing			X	\$50
Advanced Field production (location audio & location lighting)	X			\$30
After Effects Introduction			X	\$50
After Effects Advanced			X	\$50
Directing (Studio)		X		\$20
DSLR (Panasonic GH4)	X			\$15
Make your own Cooking Show		X		\$40
GoPro	X			\$15
Green Screen		X		\$20
On Camera Skills			X	\$15
Studio – Take it to the next level		X		\$20
Voice Over			X	\$20

Role of PACTV Staff

Successful programming on the Community Channel depends on participation by many active, trained volunteers and producers who use video in order to independently reflect their ideas. PACTV Staff has a technical production person assigned during public hours to assist all members with production needs but cannot serve as crew on shows or as editors for shows. Staff will assist community members in trying to assemble production crews from among trained and qualified community volunteers as possible. Please see staff contact sheet at end of the packet for appropriate staff to meet your needs.

PACTV Facility Rules and On-Site Behavior

- 1) No possession or use of any illegal substances and/or weapons.
- 2) No one will be allowed to operate equipment or spend time in PACTV facilities while using or appearing to be under the influence of alcohol or drugs.
- 3) Abusive language and/or actions will not be permitted in the access facility, or by telephone, mail or email. Members, staff and guests are expected to treat each other with dignity and respect.
- 4) Members will not be allowed to loiter in the access facility. Personal business and phone use should be kept to a minimum. Cell phones can interfere with wireless mics used in our studios so please check with staff while in studio about usage limitations.
- 5) Members are responsible for supervision of guests and children during productions or edit time. Children should not be left unattended in the access center.
- 6) Pets and non-working animals are not allowed in the public areas of the access center.
- 7) Violation of these rules will result in the following actions.
 - a) Minor infraction is an infraction resulting in expulsion from the facility, but not involving reporting to the police and/or police action which results in a 3-month suspension of membership.
 - b) Major infraction involving reporting to the police and/or police action which results in a 6-month suspension of membership.
 - c) Second offenses in either minor or major will result in permanent revocation of membership.

Equipment & Facility

PACTV's facilities and equipment are available to members on a first-come, first-serve basis. Any person, group, organization or institution located in the towns of Duxbury, Kingston, Pembroke or Plymouth is eligible.

Users of PACTV's facilities and/or equipment should only identify themselves and their programs as community access producers/programs, not as employees or staff of PACTV, Comcast, or Verizon.

General Rules

1. Equipment is available on a first-come, first-served, non-discriminatory basis.
2. In order to utilize the facility and/or equipment the member must be certified in the use of the facilities or equipment. This pertains to all crew members.
3. To reserve equipment, call PACTV at 508-830-6999.
4. Cancellation of equipment and facility reservations should be made at least 24 hours in advance, except in cases of emergency. Repeated last-minute cancellations may result in loss of privileges.
5. Any materials utilized for productions, beyond those supplied by PACTV, must be supplied by the user and must be removed after the production. Sets, props and production materials may not be left in the studio.
6. Individuals using PACTV equipment and facilities should report any defects or problems to the staff. Producers found to be misusing or abusing the equipment may be asked to repeat training, testing and/or be subject to loss of privileges.
7. Individuals using PACTV equipment, studio or post-production facilities will not change wiring or components without staff permission or supervision. No attempt should be made to work on or repair equipment. Any damage caused in this manner will be charged to the user. A loss of privileges will result from such equipment abuse.
8. No smoking, food or drinks should be brought into the studios, control room, master control room or audio or video edit suits.
9. Users under the age of 18 who wish to schedule the facility or equipment or participate in a studio production must have written permission from their parent or guardian.

Use of PACTV's Studios (Studio A, Studio B or Kitchen Studio)

1. Reservations may be made up to eight (8) weeks in advance for live shows and four (4) weeks for taped shows.
2. No studio production may take place without staff being notified.
3. Producers are entitled to a maximum of six hours per session with a maximum of 12 combined hours per week in the studio, post-production or editing facilities. Scheduled studio time includes time needed to set up, break down and clean up in studio.
4. Users must show up on time for scheduled studio productions and must have the studio and control room equipment and sets put away before the end of the scheduled time period. It's generally good practice to allow at least one (1) hour before and after the time needed to tape the actual production for set up and cleanup of the studio.

Use of Editing and Post-Production Facilities

Producers are entitled to a maximum of 3 hours per session with a maximum of 9 scheduled combined hours per week in the post-production or editing facilities. Scheduling outside these parameters will be made at staff discretion. These guidelines are designed to allow fair scheduling for all members.

Use of Portable Video and Audio Equipment

1. Reservations for equipment may be made up to four (4) weeks in advance and should be made at least one week in advance. Reservations can be made in person or by phone to any operations staff member.
2. Equipment must be picked up and returned at the previously agreed upon time. Failure to return equipment when due will result in a written warning and subsequent violations may result in loss of privileges in the future.
3. Equipment may be checked out for forty-eight (48) hour periods during the week or longer for weekends or holidays. An equipment use will be applied against each group, organization or institution each time its individual members check out equipment for that entity's use. Any extended reservations or modifications of reservations must be approved by the staff.
4. Producers holding equipment reservations must follow these checkout and check-in procedures.
5. Camera SD/CF cards must be purchased through PACTV to ensure proper quality and grade for specific cameras. Cards are sold at cost to members. Classes and practice shoots are given a temporary card and must be returned at the end of the class or practice session.

Equipment Check-Out

1. Sign Equipment Check out form.
2. Assemble and test requested equipment. It is the producer's responsibility to make sure that they have all required cables and connectors to facilitate production.

Equipment Return

1. Equipment must be returned on scheduled time.
2. Any problems with equipment or damage should be noted on Facilities/Equipment Incident form and brought to the attention of staff.
3. Users are responsible for loss or damage due to negligence or abuse while the equipment is checked out to them.
4. Eligible users under the age of 18 who wish to borrow portable equipment must be accompanied by a parent, guardian or qualified adult access user, who signs a release stating that the adult accepts responsibility for the equipment and its use by the minor.

Programming – Get Your Show on the Community Channel

PACTV's Community Channel can be seen on Comcast 13 and Verizon 43. These channels are designated for non-commercial programming because of their unique status as a conduit for free speech. PACTV provides these channels as a service to the citizens of Duxbury, Kingston, Pembroke and Plymouth on a nondiscriminatory basis for the distribution of constitutionally protected speech.

All producers with a completed program must complete and sign a CHANNEL TIME REQUEST FORM with the file location of their show or DVD. By signing this form, the producer agrees to take full responsibility for the content of the show. Producers will connect with PACTV's Programming Coordinator to establish an air date schedule for their submission(s). For more information about programming please request our Programming Member Packet.

Grievances

When a membership is suspended or revoked, a registered letter will be sent to the member with notice of the action taken by PACTV. The member has the right to appeal the action by writing to the President of the PACTV Board of Directors, 4 Collins Avenue, Plymouth, MA 02360, asking for a hearing at the next board meeting. The Board will notify the member in writing of the time and date of the hearing, along with any other procedural matters that may pertain. All decisions of the Board of Directors regarding the suspension or revocation are final.

Any grievances regarding assignment of workshop space, channel time allocation, equipment, studio and facility use or any other matter regarding PACTV should first be discussed with the Director of Community Media. If that does not provide an adequate solution, a grievance may be filed in writing to the President of the Board of PACTV, 4 Collins Avenue, Plymouth, MA 02360. The Board may invite the person filing the grievance to appear at the next available meeting of the Board to discuss the matter. All decisions of the Board of Directors regarding these matters are final.

Nonprofit Services

Public Service Announcement Days (PSA)

PACTV offers free PSA days to area nonprofit organizations. Participants sign up on our website for a time slot and PACTV produces 30-60 second messages that help support nonprofit missions, events and needs. Once you register a slot online you will receive a packet with information on scripting, logo submission and on-air tips.

Local Seen

PACTV has a bi-weekly program that highlights people, events and stories from our area. If you have an idea for a story email Elizabeth Shanahan-Jewett at elizabeth@pactv.org.

Community Bulletin Board

PACTV operates an electronic Community Bulletin Board which appears between programming on the Community Channel. The Community Bulletin Board is to be used by not-for-profit and community groups to publicize activities and events. Events are listed as space allows, and are generally displayed for up to a month, prior to the posted event. PACTV gives priority to Kingston, Duxbury, Pembroke or Plymouth -related notices, and we can't guarantee that every notice submitted will be shown. Notices sponsored by political campaigns or candidates are not permitted.

Event or activity prices will not be included in Bulletin Board notices.

All other programming restrictions apply to the Community Bulletin Board. Info can be submitted as a PowerPoint slide or JPEG image (JPEG Image size: width 1229 pixels, height 912 pixels). There should be a "title-safe" border around the edges to ensure no text is cut off the TV screen and text size should be at least 30 pt. to be large enough to read on screen.

Creative Media Services

PACTV has a Creative Media Division (CMS) with services to help individuals, nonprofits and businesses have professional videos produced for them. PACTV also rents out its facility and equipment for entities wishing to produce content on a commercial level or who do not want to include their program on the access channels. To learn if this option is right for you please set up an appointment with the CMS team by calling 508-830-6999 or emailing Donna@pactv.org.

PACTV Staff

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Carol McGilvray, Director of Education Services and Marketing

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Elizabeth Shanahan -Jewett,
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Donna Rodriguez, Director of Creative Media Services

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