



Maine Public Broadcasting Network

MPBN Community Films

Welcome to the MPBN Community Films series! The goal of the series is to present a diverse offering of independently produced films that showcase people, places, and topics of New England and Atlantic Canada. It is a way of sharing with our viewers programming that matters. It also provides a wonderful opportunity for filmmakers to get their work out to the public and a larger audience.

Filmmakers who are interested in having their film considered for the series will need to submit their program along with a filled out Program Proposal Form and signed Air Agreement. MPBN does not directly financially compensate filmmakers for the films presented in the series. We do however support sponsorship and promotional opportunities. If the film is accepted to the series, a representative from MPBN will contact you.

The regular scheduled airdates are Thursday night at 10:00pm with a repeat broadcast on Saturday mornings at 11:00am. Information about the films is presented on the MPBN Community Films website, including a link to the filmmaker's page of choice, so that people may order/download the program or get more information. MPBN will provide on-air promotion for the program. Filmmakers however are encouraged to promote the broadcast in the print media through a press release and other means.

Also note that soliciting production support sponsorship is encouraged but needs to be coordinated and approved by MPBN's Development Department. It is best to contact Susan Tran at stran@mpbn.net as early in the process as possible, if you are seeking sponsorship support.

All submissions should be sent to:
Laura Schenck
MPBN
1450 Lisbon Street
Lewiston, ME 04240

For additional information contact Laura at lschenck@mpbn.net



Maine Public Broadcasting Network

63 Texas Avenue, Bangor, Maine 04401-4398 · 800-884-1717 · 207-941-1010 · Fax 207-942-2857

Steps to submitting a finished film to our MPBN Community Films series:

1. Read the MPBN Partnership Guidelines
2. Fill out MPBN Program Proposal Form
3. Fill out MPBN Air Agreement Form
4. Send filled out forms back electronically and/or regular mail
5. Mail a screening copy of the program and forms to the address below.

Send to:

Laura Schenck
MPBN Community Films
1450 Lisbon Street
Lewiston, Maine 04240

If your film is selected to be part of the MPBN Community Films series, you will be contacted to start the next step in the process. Note that not all submissions are aired and submitted DVDs are not returned.



MPBN PARTNERSHIP AGREEMENT GUIDELINES/UNDERSTANDING

*With notification for future broadcasts,
this agreement is subject to change or revision at any time.*

“You produce, we broadcast, our audience watches – win, win, win!”

Content Preferences

- MPBN prefers content that is about, deals with, is filmed in, or profiles individuals in Maine or our region.
- MPBN does NOT limit itself to material of this nature, and will make exceptions on a case-by-case basis, as determined by MPBN.
- MPBN will not broadcast material that is indecent, obscene, offensive, discriminatory, or defamatory. MPBN reserves the right to make final judgment call in these areas.
- MPBN seeks to maintain high technical quality standards in everything it broadcasts.
- MPBN will make the ultimate judgment as to whether or not a program is acceptable to be broadcast or not on MPBN for any of the above or any other reason.

Procedure

- Upon reaching agreement with MPBN, producers or organizations will supply MPBN with a written outline of “X” number of “recommendations” for the specified month/period in adherence to an agreed upon timetable.
- There should be a point person in both organizations for coordinating agreement/process.
- MPBN may request that the producer or organization supply more than one recommendation for a given broadcast time, and/or reject any or all recommendations.
- The recommendation will include program information via a completed **Program Proposal Form** with each program; MPBN will supply organization/producers with necessary forms.
- Producer must also submit, for every program that will air on MPBN, a signed **Broadcast Agreement**, legal release form that indemnifies MPBN from any or all harm, wrongdoing or legal action due to MPBN’s broadcast of the program.

Broadcast

- MPBN will determine on what day and at what time the program will be broadcast, and make every effort to notify the producer/organization ahead of time.
- MPBN reserves the right to change broadcast time or cancel broadcast altogether, without any notice.
- MPBN may choose to broadcast a message of its choosing prior to broadcast of the Program.

Editing

- On very rare occasions, MPBN may determine that a program needs to be edited due to length, indecency, profanity, format or any other reason MPBN chooses as a condition for broadcast. MPBN agrees to try to notify producer ahead of time and find an acceptable solution to both parties.

Rights

- MPBN may air the Program as many times within a minimum period of one month from the first date of broadcast as it so chooses. Producer may indicate the exact permissible time period for each program on the ***Broadcast Agreement***.
- MPBN may stream the program as part of its broadcast video stream on the MPBN.NET website.
- MPBN will provide the Program as part of its broadcast stream to local and regional cable companies for distribution on their networks.
- MPBN may ask permission or negotiate a separate acceptable agreement with the Producer to archive the Program on the MPBN.NET website post broadcast.
- MPBN may broadcast the Program as part of or around any regular or special fundraising activities, within the period specified on the ***Broadcast Agreement***, from the Program's first broadcast. If chosen for inclusion in a membership campaign, MPBN agrees to pay a \$100 fee (per membership campaign for one or more airs) to the producer.
- MPBN agrees to negotiate with program producer to acquire DVD copies of programs for use as "thank you gifts" during MPBN pledge campaigns. Generally, MPBN agrees to buy DVD copies from the producer at a wholesale rate.
- MPBN reserves the right to negotiate terms in regards to sale and marketing of a program or related items based on any instances of its continuing future broadcast on MPBN and/or MPBN.NET

Closed Captioning

- Producer must notify MPBN at time of recommendation if the Program is already Closed Captioned, and provide MPBN with a version of the Program that is already Closed Captioned.
- MPBN may request that Producer provide Closed Captioning or pay for MPBN to contract out Closed Captioning.
- MPBN may agree to provide Closed Captioning at MPBN cost if so agreed.
- If MPBN provides or arranges for Closed Captioning, MPBN agrees to provide Producer with a copy of their program with Closed Captioning.
- Producer will supply MPBN, in advance, if requested, with a complete electronic transcript of the Program (if it exists).

- MPBN Closed Captioning Costs: (Fall 2009)
 - ½ hour \$75
 - 1 hour \$150
 - 1.5 hours \$225
 - 2 hours \$300

Length of Program

- MPBN prefers programs of 1:56:46, 86:46, 56:46 mins or 26:46 mins, but can vary as long as the program does not.
- Producer must notify MPBN of the accurate program total length at the time of recommendation on the ***Program Proposal form***.
- Ideally a program is under one of the half hour marks (per above) by a minute/couple of minutes, but not over. Programs running over the half hour mark become more difficult to fit into our schedule.
- MPBN can normally broadcast Programs that generally fall close to the times above, with the understanding that MPBN may ask the producer to edit to program to fit the specified length.
- Any additions to the program by the producer, such as production credit acknowledgments, must be included in the timing of the program to fit within the half hour marks.

Video Format

- MPBN can (“broadcast”) in SD or HD.
- MPBN may require that Producer submit program in an acceptable format for MPBN.

Preferred acceptable formats:

DVCPRO
MiniDV
Betacam SP
DVCAM

Other accepted formats:

HD Blue Ray DVD
.MOV files
DVD

Production Standards

- Luminance level must reach as high, but not exceed 100 IRE.
- Reference tone must be at -20db.
- Frame rate must be 29.97.
- Program must be delivered in 4:3 format, either as 4:3 native or 16:9 letterboxed (no anamorphic material).
- Audio should be in 2 channels of mono (mixdown of stereo)

Program Format:

- :60 seconds of NTSC color bars and audio reference tone
- :20 slate containing
 - Program Title
 - Episode Title (if applicable)

Total Run Time (TRT)
Track audio information
Date of final edit
Producer/Production House Name
Notes (i.e.: promo follows program)

- :10 Countdown
Countdown from :10 to :02, ending with 1.8 seconds (59 frames) of silent black.

Technical specification requirement questions may be addressed at the following websites:
<http://www.aptonline.org/aptweb.nsf/vOtherDocs/Services-Technical+Specifications>
<http://www.pbs.org/producers/>

Other Production Standard Notes:

- Use of on-screen web markers must be approved by MPBN. Generally, they should point to MPBN's web site, MPBN.NET
- Music cue sheets must be made available if requested. These are generally not needed but must be furnished if MPBN requests. A sample of a cue sheet may be seen here:
http://www.pbs.org/producers/redbook/forms/music_cue_sheet.html

Program Promotion

- Producer/organization will supply MPBN with a required brief description of the program at the time of program recommendation on the *Program Proposal form*. Producer may also supply an optional more lengthy description for web and other promotion purposes.
- Producer will notify MPBN if any produced promotional spots (of any length under 60 seconds) exist and supply the promotion video at the time of program recommendation/submission.
- Producer will also notify MPBN of any produced trailers for possible inclusion on the MPBN film collaboration web presence.
- Producer will supply MPBN with any promotional photos that exist or if asked by MPBN.
- MPBN will, at its discretion, include a description it chooses of the program in its program guide, on-air and/or on-line promotion. MPBN would rather efficiently defer to the descriptive material provided by the producer/organization.
- MPBN plans to and will do it's best to:
 - Promote the individual program on air (promo supplied by producer or produced by MPBN)
 - Promote the Community Films website presence on MPBN.NET both around the program and throughout the schedule.
 - The bookend announcements will mention DVD purchases
 - This site will include producer information; name and contacts information as well as producer and film links for viewers.
 - List the program name in it's paper and on-line program guide (this is very dependent on deadlines being met).

Indecency

- MPBN will not broadcast material that may violate FCC and other legal guidelines regarding obscene or indecent material (including both video and language).
- Producer should be aware of what currently constitutes material of this nature; including, but not limited to selected nudity, profanity and/or George Carlin's "Dirty words" (available upon request) material that is sexual in nature and/or material that may appeal to the "prurient interests" of the viewer. Existence of any of this should be disclosed on the *Program Proposal form*. **This is very important.**
- Any nudity must be disclosed in advance on the information form for MPBN to make the final determination if it is suitable for air.

Sponsorship

- MPBN will solicit, contract and air broadcast underwriting immediately before and after programming.
- MPBN may ask Producers if they know of any possible underwriters to help defray MPBN broadcast costs.
- Producers are free to solicit "production sponsorships" on their own, and broadcast acknowledgement in the closing credits of their programming, in accordance to MPBN underwriting guidelines.
- Producers should consult with MPBN as to the acceptability of a credit if in doubt or as requested by MPBN. MPBN will identify a contact within MPBN, currently Susan Tran.
- Production credits** should be limited to 15 seconds, 2 per half hour (at start and end for a total of 4 mentions) and 4 per hour or more (at start and end for a total of 8 mentions). Preamble should be "Production support for" or "Support for the production of" or "additional support" for *name of local film* is made possible (in part) by".
- Credit** length must be included in overall timing of film and are the responsibility of the producer to voice and embed onto their master program.
- Producers must consult with staff of MPBN's Development Department when approaching potential funders for future air to avoid possible conflicts, if so requested by MPBN.

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BRIEF PROGRAM PROPOSAL/INFORMATION FORM

To submit a program for consideration, please complete both this **Brief Program Proposal Form** and the **Air Agreement Form**.

Mail forms and material to:
Maine Public Broadcasting Network
Attn; Laura Schenck
1450 Lisbon Street
Lewiston, ME 04240
Email this form to lschenck@mpbn.net

MPBN Contacts: 800 884-1717
Laura Schenck x5111
Becky Dupuis x3087
Tristan Richards x3060
Charles Beck x3086

THANK YOU for submitting your program to MPBN! This proposal will be reviewed internally by MPBN. Our goal is to make a decision within 90 days of submission. Please include a non-returnable DVD copy of your project with this application.

Name:

Title: (if applicable)

Producer Name (if different from above)

Program Title:

Year produced:

Duration of program (as exact as possible HR:MIN:SEC):

Would producer be willing to edit down to fit just under 30,60,90 or 120 minutes? **Y N**

Is program **close captioned**? **Y N**

Is producer willing to pay for close captioning (\$75 per half hour) **Y N**

Brief Description (required, for tv guide, other promotion - **2 lines max**)

Longer Description (for web, unlimited, optional but recommended)

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Telephone numbers (w, c, h)

Email address

Has this program aired on MPBN before? **Y N**

WEB Addresses for on-line links (such as production co., sponsoring org, [source of more information, distributor) Please "print" both web address and what it is

1)

2)

3)

Would you be willing to allow your program to be streamed on our website? **Y N**

What is the **format** of your program?

- 4x3
- 16x9

What is your program's **master media format**?

(listed below are MPBN's preferred formats)

- DVCPRO
- HD Bluera y DVD
- MiniDV
- Beta max SP
- DVCAM
- .MOV files
- DVD
- Other** – please specify exactly _____

If the format is not in one of the above listed formats, can you convert it to DVCPRO or another of the listed formats? **Y N**

Do you have and hold secure the **copyright and all permissions** for this program? **Y N**

Are all sources of funding for the program presented in the film? (Either as an Underwriting Tag or in the credits) **Y N**

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Does the program contain any or possibly contain any of the following (video and audio)?

Nudity
Profanity
Indecency or Obscenity
Defamation

- Yes
- No

If yes or “possibly” to any of the above please explain:

Have **promotional video spots** been produced for this program? **Y N**

Does a **Trailer** exist for this program? **Y N**

Are there any **program photos** available to help promote this program? **Y N**

PERMISSIONS/UNDERSTANDING

Do you as the producer understand and agree MPBN may:

Broadcast your program multiple times, when it determines, within the minimum one month (or as specified on the companion Air Agreement) of the first broadcast? **Y N**

Supply your program as a regular part of our broadcast lineup to cable channels in and around Maine **Y N**

Promote the program on our air, in our program guide, on our website or by using outside media? (and possibly using any promo video or photos you provide us)
Y N

Decide to, without notice, cancel or move the day and time of broadcast? Note that although not obligated, MPBN will make every effort to notify the producer/organization?

Y N

May, on very rare occasions, determine that a program needs to be edited due to length, indecency, profanity, format or other reason as a condition for broadcast. (*MPBN agrees to try to notify and discuss with producer ahead of time in such an instance*).

Y N

Decide to include the program during one of our on-air fundraising pledge drives? (*MPBN agrees to negotiate in advance with the producer for the acquisition and purchase of DVD copies of the program to offer as “thank-you gifts”*) **Y N**

Solicit broadcast underwriting support that will help MPBN defray our operating and broadcast costs? **Y N**

PRODUCER SIGNATURE

PRODUCER PRINTED NAME

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DATE

PRODUCER TELEPHONE AND EMAIL (IF DIFFERENT FROM ABOVE)

TEL (w,c,h):

Email:

CHECK LIST

Have you filled out this form entirely?

Yes

Have you signed and dated this form?

Yes

Have you read and signed the MPBN Air Agreement release form?

Yes

Have you included a DVD copy of your program?

Yes

If promotional video spots exist, have you included a DVD of them?

Yes



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Air Agreement

This document must be signed by Program Producer with a specified release period indicated and submitted with every program that will or is proposed to air on MPBN

I grant Maine Public Broadcasting Network (MPBN) unlimited releases for a period of
(circle one) one year three years in perpetuity

to broadcast (program title) _____
The specified period starts with the first broadcast, which should be no later than nine (9) months from the date below.

In addition, I grant the same terms to: (Please check each box) (Optional)

- New Hampshire Public Television (NHPTV)
- Vermont Public Television (VPT)
- I also agree to allow MPBN to stream above program on all MPBN internet platforms.

I have obtained all necessary signed releases from all participants and have all the necessary rights clearances.

The copyright is exclusively owned by: _____

In addition, I agree to indemnify, defend, and hold harmless MPBN and any of the stations checked above from and against any claim, loss, obligation, liability or expense including reasonable attorney's fees that may be asserted against or incurred by MPBN in connection with the submitted program, including but not limited to any claims for breach of copyright, trademark or any other intellectual property rights, or any breach of any representation, covenant, or warranty made by me.

Copyright Holder/ (Producer?)

Signature

Date