

Proc 14310_Information for ON AIR GUESTS

Welcome to the CTV studios! We hope you enjoy your stay and have a good time while you record your show. You're about to be famous! Relax, being on television is really no big deal and can actually be quite fun. There are just a few things we'd like you to keep in mind while producing your show:

1. GENERAL OVERVIEW - The studio show is sort of like a fire-side chat, with the host asking the guest(s) a variety of questions to stimulate conversation about the subject the guest is talking about. Guests need to be sure to cover the points that they hope to present within the given time frame (either 14:30 for a non-profit show, or 29:30 and 59:30 minutes for all other studio shows). Keep in mind that you are talking to a general audience that watches public access television. Enthusiasm about your subject makes the show more interesting!
2. CAMERAS - There are three cameras in Studio A and one camera in Studio B. Guests do not need to worry about looking into the cameras during the interview. Just simply look at the host and have a conversation, and let the director do all the work.
3. PROMOTION OF COMMERCIAL EVENTS - Since CTV is a non-profit, funded by local government and public contributions; there can be no selling of products, tickets or commercial advertising of any kind. This includes any mention of ticket prices, "dot com" websites, phone numbers of commercial businesses, and solicitation of funds and donations.
4. FOR MORE INFORMATION -The talk show format of the studio is designed to be an informational forum for our hosts and their guests. For example: if you are promoting an event, you can say that tickets are available, and you may mention a non-commercial phone number and address, just not prices. When in doubt, just say "For more information, please call..."
5. WEBSITES - You can mention ".org" or ".edu" websites since those are non-commercial. You can only mention a ".com" website if the website is a certified 501(c)3 non-profit organization. Otherwise, because ".com" websites are "commercial" in nature, CTV cannot legally promote them on our station.
6. ON-SCREEN INFORMATION - If you would like the phone number and/or website to appear on the screen during the interview, please give the necessary information to the CTV staff member that is directing your show before recording begins.
7. DVD COPIES OF YOUR SHOW - If you would like a copy of your show on DVD for personal use, please talk to a CTV staff member after your recording. DVD's are available for \$20 and can be picked up at CTV or mailed to you.
8. AIRDATES - If you would like to know when your show is going to air on CTV, please contact us during the week at 215-8848. Non-profit shows air twice during the week, and regular CTV productions air once during the week. The executive producer of the show may request to re-air certain programs after their initial run on the channel.