

Proc 14516_Processing GOVERNMENT DUBS

1. CTV makes dubs of City Council, County Commission, and their related workshops and delivers them to the appropriate government offices so that they have a permanent video record of the meetings.
2. CTV is contractually obligated to provide copies of the Knoxville City Council meetings as well as the Knox County Commission meetings.
3. We will also make other dubs of government programming as ordered by the General Manager.
4. Dubs of meetings that take place in the City/County Building's Main Assembly and Small Assembly rooms are generally made as the meeting happens.
5. CTV creates a digital encode and DVD copy using the DVD recorder installed in the City/County Building control room. This way, these meetings can be re-transmitted later, and copies can be delivered to the appropriate government offices.
6. It is critical that we check to confirm that the dubs recorded properly. If there is a problem with the dub, we must make a copy from the digital encode.
7. Once you return to the station, create a label for this dub and initial the label to claim quality check.
8. After you have edited out all extraneous footage (this is specifically extremely lengthy shots of the map before and after the meeting, and during very long breaks) for the re-airing of the program, you will also need to make a dub of this that will be delivered to the specified government body it was recorded for.
9. The DVDs are regularly delivered to the different government offices.
10. County Commission dubs go to the County Commission library.
11. City Council dubs go to the city recorder's office.
12. Dubs are first labeled (see below) and then taken to the appropriate offices with a DVD receipt which must be signed by the person who accepts the DVDs.
13. CTV keeps the DVD receipt as proof that we delivered the DVDs.

LABELING

1. It is important that we label the dubs that we send to the City and County in the same way so that they have consistent records.
2. The meetings should be labeled using the DVD Label templates provided.

These are the SPECIFIC naming conventions for City Council and County Commission:

Knox County Commission
Beer Board

Knox County Commission
Business

Knox County Commission
Zoning

Co Comm WS

Knoxville City Council
Beer Board

Knoxville City Council
Meeting

City Council WS
