

Series Program Scheduling Rules

Clearance:

1. Submitter has been cleared for submission of programs (by EFS) which means producer has membership and has completed process with EFS.
2. Two individual programs (similar in length and production style to the proposed series) have been submitted in previous quarter (prior to series application window).
3. Series options are weekly (13 episodes per quarter), bi-weekly (6 episodes per quarter) or monthly (3 episodes per quarter).
4. Series program length (run time) options are 0:58:30 or 0:28:30. *Some exceptions are made in extreme cases.*

Scheduling Checks:

1. Copyright Clearance
 - a. Check for copyright clearance.
 - i. Producer provides evidence of copyright clearance for any content not owned by producer.
2. Local or Foreign Program
 - a. Where was this program produced? (three choices: PCM, Portland area, Other)
 - i. PCM = Scheduled on channels 11, 22 and 23
 - ii. Portland area = scheduled on channels 11*, 22 and 23
(*unless the program rec'd a channel 11 play from another facility)
 - iii. Other (enter location) = scheduled on channels 22 and 23
3. Potentially Objectionable Content
 - a. Does the program contain potentially objectionable content as per our Operating Policies, Rules and Procedures?
 - i. Yes = scheduled 11p – 5a on channels 22 and 23; scheduled 12a-5a on channel 11 (also takes into consideration producer request)
4. Requested Playback Days/Times
 - a. What date and time would you like your program to play?
 - i. Producer is given options and staff attempt to accommodate request – scheduling is at staff discretion based on availability.

- ii. No = scheduled based on producer request (at discretion of programming dept. staff based on availability)

5. Program Category

- a. What category does your program fit into (from list)?
 - i. Recorded in our bi-annual reports.

6. Creative Commons

- a. Programming department will encourage producers to register programs as Creative Commons (educational materials will be available through Programming department).
 - i. If Creative Commons = yes, then program may be shared using “share” module.
 - ii. If Creative Commons = no, then program may not be shared using “share” module.

7. Duplication Release

- a. Ask for permission to duplicate program at viewer request (we charge a dubbing fee to viewer)
 - i. Yes = PCM may make copies of program at viewer request.
 - ii. No = PCM may not make copies of program (except for PCM promotional purposes).

8. Public Contact

- a. Can PCM make your email and/or web site address available to the public?
 - i. Yes = email and web address available via website program guide.
 - ii. No = email and web address not available via website program guide.

9. Track and store cablecast contracts.

Scheduling:

Project (data collecting):

- 1. Identify whether series is new or returning (staff decision)
 - a. New Series Project
 - i. Enter project description for TV Guide.

- ii. Create new Project record and associate Program records (one per episode).
 - b. Returning Series Project
 - i. Project record exists – find the Project record.
 - ii. Update project description for TV Guide.
 - iii. Create new Program records for new episodes (one per episode).
 - iv. Reactivate existing program records for resubmitted episodes.
 - v. Check number of resubmits:
 - 1. If weekly series with fourth resubmit, then cancel program.
 - a. Delete from schedule and replace with filler.
 - 2. If bi-weekly series with third resubmit, then cancel program.
 - a. Delete from schedule and replace with filler.
 - 3. If monthly with second resubmit, then cancel program.
 - a. Delete from schedule and replace with filler.
2. Search for timeslot that matches request based on checks:
 - a. Example: Program Title > passed tech standards > passed copyright clearance > not a resubmission > produced at PCM > not potentially objectionable > requested afternoon on a Tuesday & evening on Friday = scheduled to play on channel 22 at 2pm on Tuesday, and on channel 23 at 8pm on Friday, and channel 11 at 11am on Sunday.
 3. After program is scheduled into channel grids producer is notified of schedule.
 - a. Producer notified via email (if they have an email address on record).
 - b. Producer notified via snail mail (if no email address on record).

Series Episode Submission

1. Episode must be submitted 48 hours prior to premiere.

2. Check if program is resubmit:
 - a. No = update program record.
 - b. Yes = check number of resubmits:
 - i. If weekly series with fourth resubmit, then cancel program.
 1. Delete from schedule and replace with filler.
 - ii. If bi-weekly series with third resubmit, then cancel program.
 1. Delete from schedule and replace with filler.
 - iii. If monthly with second resubmit, then cancel program.
 1. Delete from schedule and replace with filler.
3. If program isn't submitted on time program record is cancelled and time slot is filled based on filler process (see Filler Process document).

Technical Standards test is done as each episode is submitted for cablecast.

1. Technical Standards
 - a. Visual inspection of file for technical quality.
 - i. Pass = program gets scheduled.
 - ii. Fail = producer notification / program filled based on filler process (see Filler Process document).