

BKAT Instant Television Guidelines

For all shows:

- Instant TV is for **studio productions only** and is not offered for field productions.
- No animals (except service animals) allowed in the BKAT offices or studio.
- You are responsible for all of the production content, BKAT provides the production crew.
- Instant Televisions are the property of BKAT. You will be given a digital link (YouTube) to the program for your use.
- Instant Television programs have the same content guidelines as all programming on BKAT. See *BKAT Policy Handbook* for details.
- A standard disclaimer will be edited into the beginning of any non-PSA (Public Service Announcement) video, stating:
“The content, views and opinions expressed in the following program are those of the producer and do not necessarily reflect the views and opinions of the City of Bremerton, BKAT, their officials or their employees”
- All on-camera participants, including hosts and guests will be required to sign a talent release before filming.
- Use of BKAT studio for Instant Television production is limited to 2 appointments per quarter per individual member, individuals collaborating on a program as a group, or organization.
- You may cancel and/or reschedule your appointment at least one week (7 days) prior to taping without consequences.
- If the teleprompter will be used, provide a script in Word format to the BKAT Associate Producer or the director of your show a week prior to shoot.
- Only individuals directly participating in filming are allowed to be in the studio during the reservation.
- See *“BKAT Studio Production Protocols for Producers”* for more details.

Production and Show Duration

- You have two hours in the BKAT studio. You will need to factor in time to make set adjustments, mic up guests, and make a practice run with the teleprompter if necessary.
- When studio hosts or their invited guests are more than 15 minutes late for studio appointment start time, BKAT staff will break down studio or prepare for next guests and host will need to reschedule studio appointment as available.
- Your program(s) may be any length you wish using the 2-hour limit. You may prefer shorter segments, i.e., 10 or 15 minutes each and film more than one production. This should be discussed with BKAT crew prior to taping and should be relevant to length of your series timeslot (if applicable).
- You will be given time cues (e.g. 3 min, 1 min, wrap up) to ensure your recording duration does not exceed your scheduled airtime block. Standard is a maximum of 28 minutes for a 30-minute scheduled block (this allows for inserting production elements such as the disclaimer, an open and close). Longer or shorter scheduled airtime blocks will have appropriate time cues.
- **Please abide by the time cues given! Correcting programs that go over standard length requires additional editing that is beyond the scope of Instant Television and can result in the program being truncated regardless of the importance of content recorded after the allotted program length.**
- Time yourself and your show to fit the time you desire...practice!
- Background curtains are choice of one of three colors: black, red or light gray. Carpet is grey.
- Standardized lighting and sets will be used.
- There is no time for “scene changes” during the production.
- You will be under lights for the length of your show.
- There is no room for an audience.

Editing, Content, Graphics & Music

- All segments/shows are done live-to-tape, to allow completion with a maximum of 1 hour of editing.

- Up to but no more than one hour of editing time will be provided in total. This allows for “packaging” your program with an open/close title and basic name graphics for host and guests.
- “Re-takes” for mistakes are made only as necessary and as minimally as possible. If your program is unable to be completed due to multiple mistakes/disruptions, we may ask you to re-schedule to allow you to practice.
- “Evergreen” content is encouraged with the desire for multiple years of run time. Topics covering or referencing time-sensitive subjects can be confusing or misleading to viewers when aired after the event has passed.
- Music and graphics supplied for the opening title must have proper copyright clearance for use or will be provided by BKAT according to BKAT’s current production music agreements. Opening graphics and music are usually licensed by BKAT and generally are not transferable. Members will not be provided a “hard copy” of their program or program elements if created or edited by BKAT.
- There will be one opening title for your show and one closing title that can contain “more contact” info (please provide that info before taping). Additional graphics should be provided to BKAT a minimum of 1 week prior to taping via the BKAT Liquidfiles upload site along with instructions for when/how they should be inserted and which program they are for. Graphics insertion is at the discretion of the BKAT video editor and is not guaranteed. See the *Studio Production Protocols* for more details including important information about copyright.
- Fill out the electronic studio guest form to provide correct spellings of names, titles, organizations, websites, etc., to allow BKAT editor to create on-screen graphics.

Talk shows:

- The limit is a host plus 3 guests (due to number of microphones), but BKAT recommends limiting the number of guests to 1- 2 for best production quality. Multiple guests may be split into 2 segments in your program if desired.
- There are three tables available for your use: 2 round and 1 oblong.
- Please note that even though the chairs do not swivel...remind your guests to be still.

Bands & Performance:

- You are responsible for providing your own microphones, sound mixing equipment and sound person for your audio mix and outputting a mono or stereo balanced audio feed for BKAT to record.
- Please provide a set list for the director of your show.
- Perform as if there is an audience before you.
- You may not “sell” any albums or merchandise during your performance.
- BKAT can list your band members names and contact information on the closing credits if included in your studio sign in form.
- The lighting grid that is used is set once and lighting does not change during your performance.

Contact information:

Scheduling for Instant Television productions, playback schedule and general information:
James Nag, Associate Producer, james.nag@ci.bremerton.wa.us or [360-473-5012](tel:360-473-5012)

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