



## PRODUCERS CONTRACT

- All graphics must be sent by email to [info@nhtv.com](mailto:info@nhtv.com) at least **ONE WEEK** before the show.
  - Any extra equipment needed, such as the hook up (scan converter) for a laptop computer, must be requested at least **ONE WEEK** before the show. Also, that laptop must be at the station a half hour before the scheduled show time to be set up. NHTV does not own a laptop, and thus the laptop must be supplied by the Producer. In the case of graphics on a laptop (such a PowerPoint-created graphics), all individual graphics/graphic pages cannot be larger than 640 x 480.
  - Any changes to the show, such as requesting to use a new set area or background, must be requested at least **TWO WEEKS** before the scheduled show is set to be taped.
  - If a show starts at a certain time (such as 8:00 pm), all those who will be guests on the show, or involved in the show in any manner, must be at the station at that time (including guests).
  - Also, the number of guests must be known at least **ONE WEEK** before the show. Due to studio set-up time constraints, guests cannot be added at the last minute without approval of the NHTV staff or employee on duty.
  - NHTV maintains an employee on duty at all times during show production. Only the NHTV employee has the authority to give instructions and assign duties to NHTV's volunteer interns. Those interns volunteer for NHTV, and thus, are not under the jurisdiction or control of individual producers.
  - The Producer/Host must be ready by the scheduled recording start time. This is due to the fact that NHTV utilizes middle school and high school interns, and especially during school, they have to be home at a reasonable hour. Thus, any show longer than a half- hour in duration, must be started by 8:00PM at night. Shows thirty minutes in length must be started no later than 8:30PM. If the show is not started by the above listed respective times, due to guests being late or other negligence on behalf of the Producer/Host, the NHTV employee has authority to cancel that night's taping.
  - Under no circumstances will shows be re-taped the night of the original show. If a re-taping is requested, or if any editing is desired, the Producer/Host will have to schedule time with NHTV to perform editing or schedule a re-taping. With that in mind, we want to remind producers that this station is also a place for middle school and high school students to learn about the television industry. Conversely, those interns are heavily relied upon by NHTV to assist producers in show production. Those interns are "in-training," and are not industry professionals, and though NHTV has an intensive internship training program in place, NHTV cannot guarantee errors are not inconceivable.
  - Since most of the interns at NHTV are under the age of 18, and thus, are considered minors, NHTV requests that Producers and their guests, crew, etc., refrain from using questionable language that may be deemed inappropriate for minors.
  - Before a show, the Producer/Host will notify the NHTV employee on duty (not the interns) of what format (DVD or VHS) and how many copies of the program to be recorded are needed. Also, after the show has been completed, the Producer will sign an invoice when they receive the desired media, to verify that the producer in fact did receive the media.
  - All producers **MUST** provide a form of payment for tapes/DVDs or any such copies of the show upon receipt.
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