

# SF LIVE RULES AND POLICIES

1. **Policies:** An *SF Live* producer is subject to all of the policies and procedures (see the *Access SF Policies and Procedures Manual*) of Access SF and must be a current member of Access SF.
  2. **Number of Programs:** Producers are limited to one current *SF Live* series on channel 76. The *SF Live* series can be weekly or bi-weekly. Having an *SF Live* series does not effect other programming a producer may have (live or taped) on channel 29.
  3. **Series Length and Scheduling:** After being approved for a time slot, an *SF Live* series will be given a two-month trial period. At the end of the two months, if the producer wants to continue the show and has appeared regularly on-time and followed *SF Live* policies, the series will be given the same time slot for another 4 months. An *SF Live* series needs to renew every 6 months. The producer must notify the *SF Live* coordinator that he or she wishes to extend another 6 months no later than 30 days prior to the last episode of the current series. If there is not a waiting list, and the producer is in good standing, it is likely the series will keep the same time slot. However, Access SF reserves the right to reschedule and program *SF Live* time slots as needed to balance the needs of viewers and producers.
  4. **Producer Arrival Time:** A producer is expected to arrive and check-in at Access SF at least 30 minutes before his or her program is scheduled. The producer is responsible for notifying a facilitator that he or she is here and ready. The producer is expected to be ready to enter the flash studio 8 minutes before his or her assigned time slot. If the producer is not in the building 15 minutes before his or her show starts (according to the official station clock), his or her live episode for that evening will be cancelled. Even if a producer calls to say that he or she is in route, is close to arrival, or is parking, etc., regardless of the delay reason, an episode will not go live without the producer present in the building within 15 minutes of the episode start time.
  5. **Missing An Episode:** the consequences for missing an episode depend on how much advance notice the producer gives the *SF Live* coordinator that he or she will be absent:
    - **More Than a Week:** If the producer notifies the *SF Live* coordinator that he or she will be absent at least a week in advance, this is considered an “excused absence.” Four “excused absences” in a 6-month period *for any reason* will be grounds for series cancellation.
    - **One Week:** If a producer notifies the *SF Live* coordinator or front desk person that he or she will be absent between one week and 15 minutes before his or her show, this is considered an “unexcused absence.” Two “unexcused absences” in a 6 month period *for any reason* will be considered grounds for series cancellation.
    - **Short Notice or No Notice:** If a producer notifies the *SF Live* coordinator or front desk person that he or she will be absent less than 15 minutes before their show starts, or does not notify anyone at the station at all, that is considered a “no-show” and is grounds for immediate series cancellation.
- Please note that the reasons given for missing an episode are not important or relevant. The only concern Access SF has is whether (and how soon) we are notified of a change in circumstance.
6. **Programming Content:** *SF Live* producers are strongly urged to consider the content of their programming and the time that they will be cablecast, and be sensitive to the fact that children are likely to be in the audience. Because *SF Live* time slots are scheduled before 10pm, the content of *SF Live* programs must adhere to the *Non-Adult: intended for all audiences* content guidelines outlined in Access SF’s *Policies and Procedures*. This category is similar to what viewers are generally accustomed to seeing in MPAA\* (Motion Picture Association of America) G, PG, and PG-13 rated material, or on network broadcast television. Violating this policy may be grounds for immediate series cancellation.
  7. **Following Instructions:** The producer will follow any instructions given to him or her by any Access SF staff member while in the Access SF building. Ignoring or arguing with a staff member or otherwise causing a disruption may be grounds for immediate dismissal from the building and/or series cancellation.
  8. **Graphics:** A title graphic will appear onscreen during each *SF Live* show. This graphic will be composed by staff and will include the producer’s name, the show name, the date, and, if the producer receives phone calls, the call-in phone number. Any changes or additions must be received by the *SF Live* coordinator at least one week prior to the scheduled program and are subject to approval. Such requests should be directed to the *SF Live* coordinator via email or in writing.
  9. **Sets/Lights:** Producers may not change the standard *SF Live* program set or lights.
  10. **Roll-In Footage:** The slash studio set includes VHS and DVCAM decks to allow tapes to be shown as roll-in footage, however, no more than half of an *SF Live* show can consist of roll-in footage. Remember, this is LIVE programming.
  11. **Cancellations:** If your program is cancelled, you may not reapply for another *SF Live* timeslot for 6 months.