



Programming & Scheduling Guidelines

(See Section 3.5: Access Television & Article 6: Program Policies)

Following these basic guidelines will help expedite the process of airing your show:

- All programs submitted for cablecast and streaming must follow The Arroyo Channel Program Policies.
- All submitted media for transmission must be accompanied by a completed Request for Channel Time form.
- All recorded media files must be labeled: Name of Producer, Title of Show, Episode, Precise TRT. (e.g. JohnSmith_TodayShow_Ep0004_28m30s)
- The information on the Request for Channel Time must be consistent with the information on the Recorded Media.
- Producers must submit a minimum of four episodes in order to be request a regular on-going series time-slot.
- All programs will be cablecast on a space available basis at the discretion of Pasadena Media.
- Content must be submitted with a Request for Channel Time at least two weeks before airing.
- All programs must include Producer Information Slate which must provide public contact information for slate that follows each shows airing
- All programs submitted must be of good technical quality.
- We will repeat a series of four program episode once within a month, at which time your channel time slot may be reassigned, unless three new episodes are submitted for airing.
- Programs produced in our Pasadena Media Studios facility or by residents of Pasadena, CA takes precedence over ALL bicycled shows.
- All shows are aired at the discretion of Pasadena Media.
- Prohibited Content:
 - Advertising, solicitation of funds
 - Gambling, Lotteries, Games of Chance
 - Unauthorized copyrighted material
 - Defamation or libel, obscenity, materials deemed harmful to minors
- Pasadena Media requires all producers to provide notice of media containing potentially objectionable content.

Pasadena Media will make every effort to cablecast your program. No warranty or guarantee will be made for specific time slots. In the event of failed airings, every effort will be made to reschedule programming. Please feel free to email the programming department with any inquiries to: info@pasadenamedia.org

Thank you for your participation in providing quality programming for The Arroyo Channel.

Pasadena Media

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