

## GCTV Programming and Scheduling Policy

### Version #1

The following represents a comprehensive programming and scheduling policy for GCTV. Users of this policy should anticipate updates as new situations arise.

**Weekly schedule:** To encourage regular viewing and allow for the promotion of individual programs, it is in the best interest of GCTV to create a regular and predictable schedule. Accordingly, every effort will be made to set a regular GCTV schedule two weeks in advance. Changes to the schedule after the 2 week window closes should only be made for urgent or especially timely programs that were not identified sooner. When such a change occurs, effort should be made not to disrupt the overall schedule and to notify viewers with an on-air message that the regularly scheduled program has been pre-empted. The General Manager will advise the Chair of the GCTV Programming Committee on the implementation of the GCTV schedule.

**Fixed and recurring time-slots:** To encourage independent producers to create unique programs for GCTV, the General Manager may grant fixed and recurring time slots for specific programs. The number of broadcasts and specific day and times granted will be left to the discretion of the General Manager, who will report to the GCTV Committee on the implementation of this policy. In the event that a dispute arises over the allocation of air time on GCTV, the General Manager will advise the Chair of GCTV Programming Committee. Any aggrieved party should also bring their concerns to the attention of the Chair.

**Reporting and Evaluation:** To enable the GCTV Committee to evaluate programming and scheduling on GCTV, every program will be designated with one of 5 Categories:

1. Town Government: Programming which involves coverage of hearings, meetings and any other proceedings before the Board of Selectmen, RTM, or coverage of other town governmental entities.
2. Public Affairs (other than Town Government): Programming which involves coverage of meetings and other activities of local non-profit or other non-governmental organizations associated with issues of public interest.
3. Community (other than Public Affairs): Programming which involves coverage of community events including parades, concerts, exhibitions, sports, etc.
4. Arts, History, Other: Programming which involves coverage of local arts, history and culture.
5. Promotions.

As GCTV programming evolves, the GCTV Committee will monitor the development of the channel and adjust policies as needed to ensure that GCTV evolves in accordance with its mission. The committee will review recommended category designations from the producers of programming, but reserves the right to determine the appropriate category for each program.

**Green Light Process:** Prior to airing on GCTV, all programming will be subject to an approval process, referred to as the “Green Light” process. As the principal point of contact, the General Manager will work with individual producers and acquire programs for GCTV. When a new program is identified, the General Manager will send a Green Light request to the Chair of the GCTV Programming Committee before scheduling such program. The Green Light request should include basic details for the program or series including:

1. Description of the proposed program
2. Details of any funding to be provided on behalf of the proposed program, and any recommended on air credit
3. A recommended program category
4. A proposed schedule for the proposed program
5. If available a sample recording of the proposed program

The Chair of GCTV Programming, working with the committee, will make every effort to review and make decisions on such requests in a timely manner. While generally a Green Light request is made once for any given program series, GCTV reserves the right to re-review any program series or individual program and withdraw its approval either for the program series or for any individual program.

As an advisory committee to the First Selectman, GCTV will make recommendations to approve or reject any proposed programming and how such programming should be scheduled. These recommendations may include, but will not necessarily be limited to withdrawing approval for programming, even if it has been previously approved and/or aired, and rescheduling any approved programming.