



## PREREQUISITES FOR USE OF HOUSTON MEDIASOURCE

### ORIENTATION

All future users of Houston MediaSource must attend an orientation session, held every Monday (except holidays) from 6:00 PM - 7:30 PM. All information and forms for use of the HMS resources will be provided at orientation.

### PROGRAMMING REQUIREMENTS

Houston MediaSource is established to promote local programming for the resident of Houston. All programs placed on Houston MediaSource public access channel must be produced or sponsored by a local resident.

### ENROLLMENT

Enrollment as a Producer requires the payment of annual fees, a current Texas Driver's license (or picture ID) and proof of Houston residence. HMS does not accept postdated checks. Additional fees are required for program series slots. (Fee schedule attached).

### ELIGIBILITY

Eligibility for use of Houston Media Source (HMS) managed resources is limited to any adult resident (or authorized minor) of the City of Houston, or any authorized representative of a Houston organization, or of a Houston Metropolitan Area organization, provided that:

1. The individual produces community access programs for the HMS channel.
2. Resources will not be used to produce programs that are commercial in content or for any other commercial purpose.
3. The producer has provided a local street residence address and a local contact telephone number along with two valid identification documents (one to establish personal ID and one to establish residency).
4. Resources will be used only within the Houston area, unless special permission for other use is granted.
5. The individual who operates the equipment has on file a certification for specific equipment use. (To become certified, an individual must successfully complete a production workshop or a proficiency test conducted by HMS staff.)
6. Orientations are offered weekly, except holidays, free of charge to the public. Orientation is required prior to enrollment as a producer.
7. The producer is in good standing (Current on fees, orientation and not otherwise barred from services.)
8. An individual residing outside of the City of Houston pays an additional user fee. (Harris County or contiguous counties constitute the Houston Metropolitan Area)
9. Each producer will take a course in Media Literacy prior to scheduling their first program on the public access channel.

**NOTE:** Producer use of a post office box as a resident address for Houston Media Source purposes, including information provided on equipment and program forms, is not acceptable.

# ATTENTION HMS PRODUCERS...

## ANNUAL FEE INCREASE!

Effective, Sunday, July 01, 2007, the Annual Producer Fee will increase. The Houston MediaSource Board approved the increase at the April 10, 2007 Meeting. Please see the fee increased schedule below.

If you have any questions, in regards to the fee increase, contact Tracie Scales, at 713.524.7700 ext. 18.

Thank you,  
HMS Senior Management

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### ANNUAL PRODUCER FEE CATEGORIES

**PRODUCER/PROVIDER:** A person residing inside the City of Houston boundaries who produces or provides programming for Houston's channel or any other Houston MediaSource outlet.

**REGIONAL PRODUCER/PROVIDER:** A person living in Harris County but not in the City of Houston or a person living in a county contiguous to Harris County who produces or provides programming as above.

**ORGANIZATIONAL PRODUCER/PROVIDER\*:** A person living in one of the above described areas who represents and acts as an agent for a certified organization in producing or providing programming. Organization certification is transferable to another member of that organization (in the case of job change or other circumstances) without paying an additional fee. Anyone representing an organization may also produce programming as an individual by paying the appropriate fee.

**REGIONAL ORGANIZATIONAL PRODUCER/PROVIDER\*:** A person living in one of the above described areas who represents an organization which is in Harris County but not in the City of Houston or whose organization is in a county contiguous to Harris County. Organization certification is transferable to another member of that organization (in the case of job change or other circumstances) without paying an additional fee.

\*Please note: any equipment use certifications are not transferable

### ANNUAL FEE SCHEDULE

#### PRODUCER/PROVIDER

Standard	\$225.00
Student	\$150.00
Senior	\$150.00

#### REGION PRODUCER/PROVIDER

Standard	\$275.00
Student	\$175.00
Senior	\$175.00

#### ORGANIZATION PRODUCER/PROVIDER

Primary Producer	\$300.00
Additional Producers	\$225.00

#### REGION ORGANIZATION PRODUCER/PROVIDER

Primary Producer	\$350.00
Additional Producers	\$275.00