


# Welcome Infopacket

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Houston**MediaSource**



For over three decades, Houston Media Source has proudly served the residents of Houston and surrounding communities by providing citizens with access to the mass media in order to make their diverse voices heard. Our public access cable television station, HMS-TV is broadcast on all cable systems operating in Houston, serving as a “Virtual Town Square” by fostering community dialogue on significant topics.

Each day, viewers can enjoy programming focusing on a variety of topics such as news, politics, culture, religion, arts, music, law, health, business, and science. These are programs created by the community for the community.

HMS not only provides community producers with a place to exhibit their work, it also gives these creative individuals the training and equipment they need to realize their ambitions.

As a result, members of the community can address subjects that may receive little or no coverage on traditional television channels, exploring all sides of critical issues.








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*Houston MediaSource is a 501(c)(3) nonprofit organization that provides public access cable television programming for the Houston area and receives funding through the City of Houston cable franchise agreement.*



# About HMS-TV

## Who

Established in 1987, Houston MediaSource (HMS) is a non-profit 501(c)(3) organization that is home to Houston's public access cable TV channel, **HMS-TV**, and internet radio station, **HMS Net Radio**.

HMS provides Houston-area residents with media production training, access to equipment (cameras, lights, microphones, studios, etc.), a cable TV channel, and an online radio station on which to air their programs.

## What

Houston MediaSource airs original programming that is produced by the community and for the community. For more than 30 years, Houston MediaSource has provided Houstonians with the training and resources needed to produce and showcase their unique programming.

## Why

Houston MediaSource gives citizens access to the mass media by offering people from all walks of life and all parts of Houston an opportunity to communicate with their fellow community members.

## Where

Houston MediaSource is located at 410 Roberts Street, 77003. Office hours are Monday through Friday from 9 a.m. to 6 p.m. Equipment and studio access hours are Monday through Saturday 9 a.m. to 9 p.m.

**HMS-TV is broadcast on Comcast 17, AT&T U-Verse 99, Sudden Link 99, Phonoscope 96. and streams live at [www.hmstv.org](http://www.hmstv.org). HMS Net Radio is available at [www.hmsnetradio.org](http://www.hmsnetradio.org)**

More information about Houston MediaSource is available at [www.hmstv.org](http://www.hmstv.org), [Facebook.com/HoustonMediaSource](https://www.facebook.com/HoustonMediaSource), on **Twitter @HouMediaSource**, and by calling **(713) 524-7700**.

## How

The first step toward becoming a producer at HMS is to attend a free orientation session. Orientation is held on Monday at 6 p.m. (except holidays). Then, one may register as a producer and enroll in the appropriate courses that certify individuals for the use of HMS equipment, studios, and editing suites. Inquiries regarding group presentations may be submitted to [info@hmstv.org](mailto:info@hmstv.org) or can be arranged by calling **(713) 524-7700 x112**.



# Prerequisites & Eligibility

## Orientation

Those with an interest in becoming producers at Houston MediaSource (HMS) must attend a free orientation session. These are held on Monday (except on holidays) at 6 p.m. and last approximately one hour. Information regarding the use of HMS resources will be provided to attendees, along with all necessary forms and documents.

## Programming Requirements

All programs aired on the HMS public access channel must be produced or sponsored by a local resident.

## Enrollment

To enroll as a producer, an individual must pay the required annual fees (see page 3) and provide a current Texas Driver's License (or picture ID issued by the state of Texas) and proof of residency within the Houston city limits. HMS does not accept post-dated checks. Additional fees are required for a program series with fixed air times (details on page 5).

## Eligibility

HMS resources are available to adults and authorized minors who live in the city of Houston or its adjacent counties. This includes any authorized representative of a Houston or Houston-area organization. Resources are made available to community producers with the understanding that the use of HMS gear, facilities, and TV channel are to be used for the purposes of creating non-commercial programming, that the programs are to be aired on HMS-TV, and that the producer cannot use HMS resources for monetary gain or profit. The complete list of eligibility and requirements can be found on page 7.



# Producer Categories

## Standard

A person residing inside the City of Houston city limits who produces or provides programming for the HMS public access channel.

## Regional

A person living outside of the City of Houston but within Harris County or any contiguous county, who produces or provides programming for the HMS public access channel.

## Organizational

A person representing and acting as an agent for a certified organization located within the Houston city limits who is engaged in producing or providing programming for the HMS public access channel. Organizational producer status may be transferred to another member of the organization if the initial producer is no longer able to represent the organization as a public access TV producer. The transfer can be made without incurring an additional registration fee, provided that a request is submitted by an authorized representative of the organization on company letterhead.

## Regional Organizational

A person representing a certified organization within Harris County or any contiguous county who is engaged in producing or providing programming for the HMS public access channel. Regional organizational producer status can be transferred to another member of the organization if the initial producer is no longer able to represent the organization as a public access TV producer. The transfer can be made without incurring an additional registration fee, provided that a request is submitted by an authorized representative of the organization on company letterhead.

## Producer Fee Schedule for TV\*

Producer		Organizational Producers	
Standard	\$225	Primary Producer	\$300
Student (with ID)	\$150	Each Additional Producer	\$225
Senior Citizen (65+)	\$150		
Regional Producer		Regional Organizational Producer	
Standard	\$275	Primary Producer	\$350
Student (with ID)	\$175	Each Additional Producer	\$275
Senior (65+)	\$175		

*\*All fees are for a period of one year.*

# Class Enrollment Procedures

The use of HMS resources is available to producers who have an active producer status and who are certified to use the gear/facility by completing the required classes.

All producers are required to complete orientation, register as producers, and attend the Media Literacy class in order to submit programming to air on the HMS public access channel. Basic media courses certify a producer for the use of gear such as cameras, lights, microphones, studios, and editing suites.

## Class Registration & Attendance

The class registration deadline is 60 minutes prior to a scheduled basic class and 48 hours prior to an advanced class. Producers are highly encouraged to register for class at their earliest opportunity, as classes fill quickly and seating is limited.

## Class Payment & Registration

Payment is due upon registration and may be made using cash, credit card, or check. Payments using a debit card will be processed as a credit charge. Payments may be made with the Equipment Department in person or by calling (713) 524-7700 x111. Please note that class payment does not constitute a class reservation. Class reservations can be made once the class payment has been made.

## Class Schedule

The monthly class schedule is available at the Equipment Department and online at [www.hmstv.org/class-schedule](http://www.hmstv.org/class-schedule). The schedule is subject to change. Producers who are registered for a class that is re-scheduled will be notified of the change as soon as possible.

## Customized Class Schedule

For a premium fee, a producer can arrange a customized class schedule in the event that he cannot attend the regularly scheduled classes. The customized class schedule can be arranged with the class instructor, pending instructor approval and availability. The premium fee will equal twice the original cost of the regularly-scheduled class. For example, the Media Literacy Class that normally costs \$20 could be arranged on a customized basis at the premium rate of \$40.

## Class Attendance

All classes start promptly at the scheduled time. Producers arriving after the 15-minute grace period are considered late and may be asked to attend class at another time. Late arrivals may be subject to a \$25 class-transfer fee. Refunds are not given after a class has started.

*See pages 23-26 for a complete list of courses and descriptions.*



# Production & Series Options

## Production Options at HMS-TV

### Pre-Produced Content

Already have programming you'd like to air on our channel? Individual and organizational producers may submit content to air on HMS-TV upon completion of the Media Literacy course.

### Self-Produced Content

You can produce programming using your own equipment or HMS resources. Completion of Basic Media courses is required to use editing software and equipment.

Basic media courses include: Media Literacy, Basic Camera, Basic Light & Sound, and Basic Editing. Classes are usually held on Thursdays and are offered during the day and in the evening. Advanced equipment and production classes are also available. The class schedule can be found at [www.hmstv.org/class-schedule](http://www.hmstv.org/class-schedule).

### Staff-Assisted Production

Want to host or direct your own program with the convenience of having a professional to produce and edit the content? HMS staff producers are available to assist. Call (713) 524-7700 x120 for rates.

## Series Options at HMS-TV

A program series secures a specific time slot for a six-month period. There are two series seasons per year, running June through November and December through May. Series programs are subject to a \$25 application fee, with a renewal required every six months.

### Series Option Fees\*

Weekly Series	\$200	6 month Series
Every other Week Series	\$100	6 month Series
Monthly Series	\$100	6 month Series

HMS producers will be notified of the series application period by mail and email. Series applications will be available at [www.hmstv.org](http://www.hmstv.org) and at the equipment desk. Questions about program series may be directed to [jamesd@hmstv.org](mailto:jamesd@hmstv.org) or (713) 524-7700 x120.

*\*All transactions are final. No refunds will be given.*

# Houston MediaSource Policies

## Rules & Procedures

Houston MediaSource is a 501 (c)(3) nonprofit organization that provides public access cable television programming for the City of Houston and receives funding through the City of Houston cable franchise agreement. The rules and procedures listed are designed to ensure compliance with Houston MediaSource's agreement with the City of Houston and to provide for equitable use of HMS resources.

### I. Facility Use

#### A. Eligibility

HMS resources may be used by any adult resident (or authorized minor) living in the city of Houston or its adjacent counties or any authorized representative of a Houston or Houston-area organization provided that:

1. The individual uses HMS resources to produce and air programs on the HMS public access television channel.
2. HMS resources will not be used to produce programs that are commercial in content.
3. The individual has provided a local street residence address and a local contact telephone number, along with two valid identification documents, one to establish personal identity and the other to establish residency.
4. Resources will be used only within the Houston area, unless special permission is obtained from HMS.
5. The individual who operates the equipment is certified in its use by virtue of completing the proper courses at HMS or having been certified by HMS staff.
6. The individual has attended orientation prior to enrollment as a producer.
7. The producer is in good standing (e.g. all fees paid with no unpaid fines) and not otherwise barred from utilizing HMS resources.
8. Any individual residing outside the City of Houston must pay an additional user fee (see page 3).
9. The producer has taken the required course in Media Literacy prior to scheduling his first program on the HMS public access channel.



## Rules & Procedures

### B. Reservation Procedures

1. Reservations for HMS resources are taken on a first-come first-served basis.
2. Reservations may be made or cancelled only by the certified producer of record.
3. Reservations may be made in person or by telephone during regular business hours. Reservations requests may be made by voicemail, email, or U.S. mail. Reservations are not considered confirmed until a producer verbally confirms them with an HMS staff member.
4. Equipment reservations are taken through 8 p.m., and equipment may be picked up until 8:30 p.m. No one will be allowed to enter the building after 8:30 p.m.
5. Reservations for all resources and / or channel space may be made up to 21 days in advance of actual use.
6. Equipment may be checked out for up to two days. Three-day checkouts may be available on weekends, based on availability.
7. In order to provide equipment for all producers on an equitable basis, the following guidelines are observed:
  - a. Each producer may make up to six equipment reservations (totaling 12 days) per month.
  - b. Series producers may make up to eight equipment reservations (totaling 16 days) per month.
8. Producers using HMS equipment and / or editing / studio facilities are required to submit a minimum of one 30-minute program for cablecast every 90 days.
9. A producer may hold only one equipment reservation at any given time. Once a reservation is claimed or cancelled, that reservation is considered a checkout, and another reservation may then be made.
10. Special requests for reservations may be submitted (in writing) for the following:
  - a. Use of equipment outside the Houston area (a \$500 deposit is required).
  - b. Equipment use longer than the standard checkout periods.
  - c. Reservations made over 21 days in advance.
  - d. Use of more than one resource at a time.
  - e. Use of any other resource exceeding stated limits.



# Houston MediaSource Policies

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11. Special requests may be granted according to the following criteria:
  - a. Impact on other producers.
  - b. Amount of programming to be produced.
  - c. Safety and care of the equipment.
12. Special requests forms are available at the Equipment Department. A producer may apply for **one special request** per quarter. (i.e. January–March, April–June, July–September, October–December). Special requests may not be used in advance.
13. HMS staff will attempt to notify the holder of a reservation should the equipment malfunction or if any other issues regarding availability might occur.
14. Reservations for use of studio and / or control room facilities may be made for up to 4 hours at a time.
15. A producer may reserve studio and / or control room facilities for a maximum of 16 hours per month.
16. Series producers may reserve studio and / or control room facilities for a maximum of 20 hours per month.
17. A producer may reserve editing equipment for up to 12 hours per week.
18. Each community producer may utilize a cumulative maximum of 150 GB storage space on editing equipment at any one time. This limit is inclusive of internal computer storage, external hard drive space, etc. If producers exceed this limit, data will be deleted in order to maintain the specified 150 GB level.
19. Series producers may reserve editing equipment for up to 16 hours a week.
20. HMS reserves the right to reserve any equipment for maintenance, training, production, or outreach purposes.
21. Producers are required to notify HMS staff of the cancellation of any equipment reservations at least 24 hours prior to the time requested. Producers are required to notify HMS staff at least 48 hours in advance in the event of a cancellation of a studio reservation or a live show.
22. Because frequent cancellations place a burden on daily operations and may limit other producers' access to HMS resources, a producer may cancel only two reservations within any 30-day period.



## Rules & Procedures

### II. HMS Channel Programming

#### A. Procedures

1. Programs submitted for airing on the HMS television channel are scheduled as non-series programs, series programs, or special request programs. Series programs are assigned a time slot on a regular weekly, every other week, or monthly basis. Producers must apply for series time slots, and these are awarded in as equitable a manner as possible, based on available channel space. Priority will be given to first-time applicants. Total series time will be less than 50% of total channel air time.
2. The producer must be identified at least once at the end of the program by a character generated name and address tag for at least five seconds. This tag must include two points of contact information: the producer's name or a pseudonym and a local street address, post office box, or local phone number.
3. Each producer may have only one series running at any one time.
4. Producers may request individual cablecast times, which will be scheduled based on availability and at the discretion of the Operations Manager.
5. In order to submit a program, the producer must complete and sign a Programming Contract. In signing the contract, the producer warrants that the program does not include:
  - a. **Any material this is in violation of Subchapter B: Obscenity, of Chapter 43 of the Texas Penal Code.**  
**The Texas Penal Code, Title 9 "Offenses against Public Order and Decency," Chapter 43 "Public Indecency," Subchapter B "Obscenity" defines "obsenity" as material or a performance that:**
    - the average person, applying contemporary community standards, would find that, taken as whole, appeals to a prurient interest in sex;
    - depicts or describes patently offensive representations or descriptions of sexual acts; and taken as a whole lacks serious literary, artistic, political, and scientific value. For material or a performance to be considered obscene, all three conditions must be met. HMS producers are advised to seek legal counsel if there are any questions or concerns regarding this topic.
  - b. Any material that violates local, state, or federal law.

# Houston MediaSource Policies

## Rules & Procedures

- c. Any material that is libelous, slanderous, defamatory, or that constitutes an unlawful invasion of privacy.
  - d. Any material that promotes any commercial product of service.
  - e. Any solicitation or appeals for funds.
  - f. Any unlawful use of copyrighted material.
6. Producers will be asked to designate program categories to facilitate scheduling on the channel. Also, producers will be asked to represent and warrant whether the programming contains adult, sexually explicit, and / or indecent material. Subject to the review procedure set forth in Section II(B)(1), programs containing any adult, sexually explicit, or indecent material will play only between 12:01 a.m. and 5:59 a.m. and shall contain appropriate viewer advisories or warnings. HMS may choose to reduce the length of this time period.
7. Through the programming contract, the producer will agree in writing to indemnify and hold harmless Houston MediaSource, its staff and board of directors, the City of Houston, and Houston's franchised cable companies from all claims, demands, damages, or other liabilities, including legal fees and expenses that may arise as a result of cablecasting the program.

### B. Rules Violations and Loss of Privileges

- 1. HMS will not censor, judge, or review programs prior to cablecast, except in cases of programming which has been represented by the producer to contain adult, sexually explicit, and / or indecent content. In these cases, HMS will seek appropriate legal counsel and guidance in order to prevent any of the resources under its control to be used for the production or cablecasting of any material that is in violation of Subchapter B: Obscenity of Chapter 43 of the Texas Penal Code. HMS shall prohibit the cablecasting of obscene material or shall suspend such programming in progress at the time when HMS receives actual knowledge of the content and character of said programming.
- 2. The executive director of HMS may suspend from play any material that appears to be in violation of the Texas Penal Code or other local, state, or federal laws. If such material is suspended from play prior to or during the original cablecast, HMS will promptly advise the producer in writing and give the producer the opportunity to edit and to resubmit the program for review. If the producer chooses to forgo this opportunity and indicates that he wants the program to be cablecast as originally submitted, HMS will file a declaratory judgment action in the district courts of Harris County, Texas in order to resolve the matter.





## Rules & Procedures

3. If the program producer is found to have submitted material in violation of the law, he shall be immediately suspended for a period of one year and barred from using HMS resources. This suspension includes a prohibition on submitting programs for cablecast.
4. A producer who has been suspended for submitting material in violation of the law may apply for reinstatement after one year. Such a reinstatement may be granted following training in programming responsibilities, applicable laws and community standards, and any other topics designated by HMS. A subsequent similar violation by the same producer will result in a suspension of at least two years, with the option for indefinite suspension.
5. A producer who is involved in litigation (including criminal indictment or civil litigation) that is in any way related to the use of HMS resource or materials submitted for cablecasting on the HMS channel may be placed on indefinite suspension during the process of litigation. This suspension will prohibit the producer from using HMS resources and from submitting programming for cablecast.
6. Other violations of program warranties will be treated as major violations, and producers who violate these warranties will be subject to disciplinary action as defined in Section III of the HMS Rules and Procedures.

### C. Scheduling Priorities

1. All programs that air on the HMS channel must be submitted by an active producer. With regard to the scheduling of these programs, first priority will be given to locally produced programs. A minimum of 20% of the content must be produced by the local active producer in order for the program to be considered local programming.

### D. Series Programs

1. Active producers may apply for a series designation, which will ensure that their programs are cablecast on the same day and time on a weekly, every other week, or monthly basis. Only one series will be permitted per producer, per season. Series time slots are limited to one hour per week.
2. In order to obtain a series designation, a producer must submit three programs that are in compliance with the provisions outlined in the series program agreement at the time of application. Live series applicants must also submit three placeholder programs for their series. Programs that have previously been cablecast may not be submitted as part of the three-placeholder requirement.

# Houston MediaSource Policies

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3. Series producers must maintain a 2:1 ratio of total to new programs, i.e. 50% of the programming for the series must be first-run. Periodic reviews will be conducted to ensure that all series maintain this ratio. If, after notification of noncompliance, producers fail to provide sufficient new programming, their series will be cancelled.
4. Series program replays will be at the discretion of the Operations Manager.
5. Series applications will be granted to producers meeting all requirements until all available time slots are filled. The time slot chosen by the producer will be granted unless there is a conflict with a request already granted. In those cases, attempts will be made to grant the applicant's alternate time slot choice. In cases where requests cannot be accommodated, applicants will be notified, and they may reapply during the next series application period.
6. Series producers must submit programs no later than 10 days prior to the scheduled cablecast. Programs received after this deadline will be cablecast in the following week's time slot.
7. Series producers whose programs do not meet HMS technical requirements will be notified, and, if time permits, producers may submit a replacement or corrected program for cablecast in their series time slot.

### **E. Live and Non-Series Programs**

1. A completed HMS programming contract must be submitted for each live program prior to cablecast.
2. The producer of a live program must provide a prerecorded emergency backup program, or request to air one of the placeholder programs, in the event of a show cancellation.
3. A live program will not be replayed if the program contains a call-in phone number and does not specify the original live cablecast date.

### **F. Picking Up Programs**

1. Programs (discs or other media) should be picked up from HMS within four weeks of the last scheduled cablecast. HMS is not responsible for programs not picked up prior to the deadline. Programs will be discarded after the four-week deadline.
2. Programs may be picked up only by the producer who submitted them for cablecast. Signature and identification will be required for program pickup.



## Rules & Procedures

### **G. Public Review of Access Programming**

Programming which airs on the HMS channel is recorded as a courtesy to the public and may be viewed at the HMS facility for a period of seven days after cablecast. This programming will not be available for copying and may be viewed only by prior arrangement.

### **H. Program Content Feedback**

Periodic announcements will be cablecast inviting viewers with questions or comments regarding public access programming to contact HMS. Viewer comments will be forwarded to the appropriate program producer, and copies of these comments will be maintained at the HMS facility.

### **I. Program Content Complaints**

HMS staff will document program content complaints in writing. In the event that the complaining party threatens litigation, the program will be reviewed to ascertain compliance with the programming contract.

### **J. Technical Standards and Production Requirements**

Programs submitted for cablecast on the HMS channel must conform to technical standards and production requirements. This information is available at the HMS facility.

### **K. Credits**

HMS and / or City of Houston telephone numbers may not be used in program credits without permission. Nor may they be listed as contact information for the producer of the program, unless the aforementioned is in fact the program provider.

### **L. Archives**

1. An archive of community programming will be maintained at the HMS facility for subsequent playback of the HMS channel.
2. Criteria for inclusion in the archives:
  - a. Producers may offer their programs for archive use by checking the appropriate item on the programming contract.
  - b. Programs funded by HMS or other city-related organizations will automatically be available for use in the archives.
3. The archives will be used to provide material for cablecast on the HMS channel. Use of archival material for any other purpose will require the permission of the applicable copyright holder.



# Houston MediaSource Policies

## Rules & Procedures

### M. Sponsorship of Access Programs

Community producers at Houston MediaSource are permitted to seek sponsorship in order to cover reasonable production costs. The providers of this funding may be credited during programs, with the clear understanding that any underwriting announcements are for the purposes of identifying the underwriters and are not intended to promote or sell their products or services. No HMS resources may be used for commercial purposes, nor may a fee be charged by a community producer for use of cablecast time or for any work done using HMS resources.

Sponsorship is defined as financial or in-kind support given to a producer by a business, institution, or individual to facilitate use of the HMS channel. Sponsorship is permitted with the understanding that this type of support constitutes a donation to support the producer's work and is not compensation for use of cablecast time or HMS resources.

Sponsors may be credited with programs cablecast on the HMS channel, according to the following sponsorship guidelines:

#### Duration and Number of Sponsorship Announcements

- Sponsorship announcements may be placed at the beginning, mid-point, and / or conclusion of the program.
- There is a limit of 2 credit sequences totaling 60 seconds per half hour of programming.
- No more than six underwriters may be credited per half hour of programming.

#### Video Guidelines for Sponsorship Announcements

- Corporate logos (both still and animated) are permitted.
- Visual representations of business are permitted.
- Product demonstrations and depictions of products in use are not permitted.
- Depictions of packaged goods such as food products shown outside the package or in a prepared state are not permitted.
- Depiction of firearms, tobacco products, or distilled spirits is not permitted.
- Official spokespeople, owners, and company officials are not permitted to appear in sponsorship announcements.
- The use of actors is not permitted.



## Rules & Procedures

### Audio / Copy Guidelines for Sponsor Announcements

- Neutral descriptions of products, services, and target markets are permitted.
- Information regarding an underwriter's location, phone number, or website is permitted, but must be provided as informational in nature and not as a call to action.  
*e.g. "More information is available at **www. cardealer.com.**" is permitted.*  
*"Visit **www.cardealer.com** for more information." is not permitted.*
- Music and sound effects are permitted.
- Jingles are not permitted.
- Comparative language is not permitted.  
*e.g. "With more assets than any other bank in Houston."*
- Qualitative claims are not permitted.  
*e.g. "The best food in Houston."*
- Solicitations / calls to action are not permitted.  
*e.g. "Come see us today."*
- Pricing information is not permitted.  
*e.g. "Auto parts at discount prices."*

### N. Community Bulletin Board

The HMS Community Bulletin Board (CBB) is a free service available for public service announcements (PSAs), non-commercial messages, and promotional announcements regarding programs cablecast on the HMS channel. HMS reserves the right to edit all submitted announcements in order to ensure compliance with available time and with editorial guidelines.

#### 1. Procedures

- a. CBB submission forms are available online and at the HMS facility. Completed forms may be mailed, faxed, e-mailed, or delivered to HMS.
- b. CBB announcements must be received by noon on Wednesday of the week prior to the scheduled cablecast.
- c. CBB submissions must include a contact name, phone number, and name of the organization (if applicable).
- d. Individual and organization announcements are limited to four per month.

# Houston MediaSource Policies

## Rules & Procedures

### 2. Submission Requirements

- a. CBB submissions should include public contact information, except in cases of announcements regarding programs which air on the HMS channel.
- b. CBB submissions should include a start and stop date. Ongoing announcements must be resubmitted monthly.
- c. CBB announcements may not include ticket prices, but they may include instructions for obtaining more information regarding tickets to an event.
- d. CBB announcements may not solicit funds.
- e. CBB announcements may not mention prices.
- f. CBB announcements are subject to all applicable rules and regulations governing the use of HMS resources.

### O. HMS Facility – Bulletin Boards and Flyer Racks

HMS staff will provide information regarding services and related activities on the bulletin board and flyer racks at the HMS facility. With staff approval, producers may submit materials for display, with all content subject to programming guidelines.

### P. Contests

Programming aired on the HMS channel may not contain or promote lotteries, contests, or games of chance.

## III. Rules Violations and Loss of Privileges

### A. Definitions and Limitations

1. Any activity that is not in compliance with HMS rules and procedures is considered a violation. No one may use another person or agent to circumvent any rules and procedures governing content, resources, or channel space. All violations remain part of a producer's permanent record.
2. Upon verification that a violation has occurred, HMS staff will issue a written statement regarding disciplinary action, including an explanation of the appeals process. Such notification will be made within 15 days of the finding of a violation.



## Rules & Procedures

**3. Premises Conduct Policy:** No person utilizing HMS facilities may direct toward HMS employees, officers, directors, producers, or members of the public on HMS premises obscene or insulting language. Any person who threatens or harasses any HMS employee, officer, or director or damages or threatens to damage HMS property will be asked to leave the premises. No person utilizing HMS facilities may resort to epithets, personal insults, or threats which, by their utterance, inflict injury or tend to incite a breach of the peace. This behavior will be considered a violation of HMS rules, and individuals making such statements may be removed from the HMS premises. HMS will treat violence, physical assaults, and other abusive behaviors which breach the peace on its premises as criminal acts requiring an appropriate response. HMS reserves the right to seek assistance from law enforcement agencies in maintaining order and decorum at its facility.

### B. Disciplinary Action

#### 1. Major Violations

- a. A major violation will result in an immediate suspension from the use of HMS equipment, facilities, and channel space. If the suspended producer has a series program, the series program will be cancelled, and he cannot regain series status until the next series application period. If equipment is lost or damaged, or if there is damage to the HMS facility, the suspension will remain in effect until HMS has been fully compensated for the loss and / or damage.
- b. The length of an initial suspension is 30 days. A suspension for a second major violation will be issued for 90 days, and a suspension for a third major violation will be issued for one year. After that time, recertification may be required for the suspended producer.

### C. Violations of Rules and Procedures

#### 1. The following are considered major violations:

- a. Abuse, vandalism, or failure to safeguard HMS equipment and facilities.
- b. Any action or statement that violates HMS' Premises Conduct Policy stipulated in Section III (A) (3).
- c. Use of HMS resources to produce programming that is commercial in content.



# Houston MediaSource Policies

## Rules & Procedures

- d. Receiving financial compensation for work done while utilizing HMS resources.
- e. Violation of sponsorship announcements stipulated in Section II (M).
- f. Violation of programming warranties contained in the HMS Programming Contract.
- g. Failure to return equipment for any reason.
- h. Equipment returns that are over 24 hours late.
- i. Use of equipment and / or facilities for any purpose not related to the production of programs for cablecast on the HMS channel.
- j. Removal or use of HMS equipment without proper checkout procedures and / or without signing an equipment contract.
- k. Checking out / returning equipment by an unauthorized person, e.g. one whose name does not appear on the contract, or a producer who has been suspended.
- l. Failure to satisfy the provision requiring initial cablecast of programming produced with HMS resources on the HMS channel.
- m. Accumulation of three minor violations within a 12-month period.
- n. If a community producer does not return an accessory (cable, clip, battery, etc.) whose replacement value is under \$100 (as listed on the checkout receipt), he may pay the replacement cost for the missing accessory and still retain his active status. If a producer elects to exercise this option, no refunds will be given if the accessory is subsequently located or recovered. If the value of any lost / unreturned item is over \$100, the failure to return that item will be considered a major violation and result in a suspension of active status. In all cases, restitution must be made for any non-returned item before a producer can regain active status. In cases where the value exceeds the \$100 threshold, restitution must be made within a one-year period, or the community producer will be permanently suspended.

### 2. Minor Violations

- a. Failure to cancel or claim a reservation of equipment and / or facilities.
- b. Arriving more than 15 minutes late for editing sessions, equipment checkouts, or equipment returns without prior notice and approval by HMS staff.



## Rules & Procedures

- c. Failure to vacate the editing facilities, studio, and / or control room by the end of a reserved session without an authorized extension.
- d. Failure to follow posted computer data storage limits.
- e. Causing slight cosmetic damage to equipment while it is checked out.
- f. Returning equipment in an unclean or soiled state.
- g. Operating equipment or using facilities in an unsafe or inappropriate manner.
- h. Improper packing and / or casing of equipment.
- i. Disassembly of equipment.
- j. Attempts to repair or modify equipment.
- k. Failure to submit a program for cablecast on the HMS channel within production schedule limits.
- l. Listing private phone numbers or addresses within a program without the consent of the individual(s).

### 3. The following fines will be charged for these violations:

Violation	Description	Fine
No-show or Late Cancellation	Equipment Pickup	\$25
No-show or Late Cancellation	Edit Suite	\$25
No-show or Late Cancellation	Studio	\$25
Late Return of Equipment	Equipment Return	\$50 per day*
<i>*Please note that fines charged will be inclusive of the day the equipment is returned, unless arrangements (e.g. reservation extension, special request, etc.) are made with the Equipment Department.</i>		

4. Any other violations of HMS rules and procedures will be addressed with an informal oral or written notification.



# Houston MediaSource Policies

## Rules & Procedures

### D. General Appeal Process

1. A producer may appeal disciplinary action by making a written statement to the HMS Executive Director. Any restrictions in equipment or facilities use resulting from a disciplinary action remain in effect throughout the appeal process.
2. The Executive Director will investigate the circumstances surrounding the incident in question and return a written report and judgment to the producer within 10 business days.
3. The producer may, within 10 business days following the judgment of the executive director, continue the appeal process by submitting a written statement to the HMS board of directors.

## IV. Amendments to the Rules and Procedures

- A. The HMS Executive Director is responsible for the implementation of the HMS rules and procedures. Recommended amendments to the rules and procedures may be submitted in writing to the Executive Director. The Executive Director may consider changes to the rules in cases where such amendments are deemed necessary to maintain the availability of HMS resources for all desiring to use them.
- B. The HMS board of directors monitors the operation of HMS and makes recommendations for changes only in circumstances where existing rules and procedures do not maintain the availability of HMS resources for all desiring to use them.
- C. Rule changes will take effect 30 days after notification to producers, unless the change requires immediate action.

# Basic Media Classes For TV

## Media Literacy

Learn about the pre-production, production, and post-production process. Topics include, message development, composition, and sponsor acknowledgement. HMS policies and procedures are also reviewed. This class is required for all community producers.

Duration: **2 Hours**

Cost: **\$20**

## Basic Camera

Learn basic shot composition, camera movement, and production style with **Sony AX-53** and the **Sony PXW-Z150**. The AX-53 can record in 4K on an SD card or HD using internal memory and a memory card. The Z150 also delivers 4K quality, with Cinematone Gamma technology for a more film-like image.

***Prerequisite: Media Literacy.***

Duration: **2 Hours**

Cost: **\$50**

## Light & Sound

Learn a variety of lighting techniques using the Lowel light kits and iKan LED bi-color lights. Explore microphone selection and placement, along with a variety of recording techniques.

***Prerequisite: Media Literacy.***

Duration: **4 Hours**

Cost: **\$50**

## Basic Editing

Edit programs using iMovie software. Learn about video capturing, transitions, titles, sound FX, and saving your final edit as an MP4. Proper file storage and hard drive usage is also covered.

***Prerequisite: Media Literacy.***

Duration: **4 Hours**

Cost: **\$50**

*Basic media classes can be bundled at the discounted rate of **\$135***



# Advanced Production Classes For TV

## Mobile Productions

### Mini-Kit Class

Master the skills of producing your program remotely with a mini-kit: 3 cameras, 3 tripods, a switcher, and all the cabling you need to produce an on-location shoot.

*Prerequisite: All Basic Media classes, Advanced Camera + five (5) 30-min. program submissions.*

Duration: **3 Hours**

Cost: **\$150**

### Live Stream

Conduct a live recording straight to one of your social media accounts – Facebook, YouTube, Live Stream, and UStream by using a Teradeck Vidi U-Coder.

*Prerequisite: All Basic Media classes + one (1) 30-min. program submission.*

Duration: **3 Hours**

Cost: **\$50**

## Advanced Audio

### Zoom 8 and Tascam Model 12

Enhance your audio recording capability with the ability to make multitrack recordings in the field, using up to 4 microphones per reservation.

*Prerequisite: Basic Light & Sound + one (1), 30-min. program submission.*

Duration: **3 Hours**

Cost: **\$75**

## Software Training

### Intro to After Effects



Create moving High Definition (HD) intros, bumpers, promos, and lower thirds with the latest Adobe software. Learn to add dynamic enhancements to your television production.

*Prerequisite: Basic classes + one (1) 30-min. program submission.*

Duration: **3 Hours**

Cost: **\$75**

# Advanced Production Classes For TV

## Studio Production

### Studio Workshop

Master the skills of a Technical Director for live and pre-recorded shows in our TV studio. In this class you will produce your first studio program and qualify to train your own production crew. Topics include cameras, control room, studio light and sound, floor direction, and set design.

*Prerequisite: All Basic Media classes + one (1) 30-min. program submission.*

Duration: 8 Hours

Cost: \$150

## Advanced Camera

### Sony Z90V and Sony FX9

Enhance your shooting capabilities with these two premier cameras. Both offer active auto focusing and s-log technology, allowing for wide color and dynamic range while providing greater artistic control.

*Prerequisite: Basic Camera + five (5) 30-min. program submissions.*

Duration: 2 Hours

Cost: \$100

## Software Training

### Script & Storyboarding



Use the Final Draft scripting software to enhance your production planning, treatments, script formatting, storyboarding, and project management.

*Prerequisite: Media Literacy + one (1) 30-min. program submission.*

Duration: 2 Hours

Cost: \$50

# Software Training

## AVID Media Symphony



Advance your editing skills using the AVID Symphony with Boris effects. Capture video, apply transitions, utilize special FX, add music, mix sounds, and export programs in a variety of formats including Blu-Ray and online streaming.

*Prerequisite: Basic Editing + one (1) 30-min. program submission.*

Duration: 4 Hours

Cost: \$75

## Final Cut X



Fine tune your editing skills using the MAC-based software, Final Cut X. From capturing video to sound mixing, learn everything you need to create a more dynamic TV show.

*Prerequisite: Basic Editing + one (1) 30-min. program submission.*

Duration: 4 Hours

Cost: \$75

## Adobe Premiere Pro



Create advanced edits with this full Adobe creative suite. Features include multi-camera editing, ultra keying, sound mixing, and much more.

*Prerequisite: Basic Editing + one (1) 30-min. program submission.*

Duration: 4 Hours

Cost: \$75



## PRODUCER CHECKLIST

The following checklist outlines the step-by-step process for becoming a community producer at **Houston MediaSource**. **Steps 1** through **3** are required for everyone, and they must be completed in sequential order. All other steps are necessary only if you wish to gain access to a particular piece of equipment or use of the HMS facilities.

### STEP 1

☐ I have attended orientation.

### STEP 2

☐ I have paid the producer registration fee.

### STEP 3

☐ I have paid for and completed the Media Literacy Class.  
(Now I can submit programs to air on HMS TV).


### STEP 4

☐ I have paid for and completed the Basic Classes that are required to access the production equipment and studios.


☒ Basic Camera    ☒ Basic Light & Sound    ☒ Basic Editing

*Note: Producers who use the HMS programming facilities and equipment are required to submit a minimum of 30 minutes of programming to air on the channel every 90 days.*






# Notes



# Notes

A man with a beard and a baseball cap is sitting at a desk in a radio studio. He is looking at a computer monitor which displays a waveform. There are other monitors and equipment in the background. The lighting is dim, with a blue glow from the screens.

Houston Media Source is more than just television. We also offer our community producers a radio station, HMS Net Radio, streaming 24 hours a day at [www.hmsnetradio.org](http://www.hmsnetradio.org).

For those who want to make their voices heard in the audio medium, we provide training in live broadcasting, audio engineering, and multitrack recording.

As is the case with HMS-TV, all types of programming are represented on HMS Net Radio. On any given day, listeners can hear a variety of shows: music, public affairs, call-in, comedy, talk, and drama.

The first step to becoming an HMS Net Radio producer is to schedule an orientation. Email [info@hmstv.org](mailto:info@hmstv.org) to get started.







713.524.7700 • 410 Roberts, Houston TX 77003 • [hmstv.org](http://hmstv.org) • [hmsnetradio.org](http://hmsnetradio.org)



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