



TRAINING PROGRAM DESCRIPTION & APPLICATION

(Ver. 3/29/16)

Welcome to the Charter Communications' CTV Training program. You have chosen to explore one of the special attributes of the CTV training experience. This course is designed to provide participants with practical and principal knowledge of community television production and empower them to use that training to create programming for CTV and participate in hands-on production opportunities. This course provides local residents, ages 17 and up, with community television production training in a 4 month (17 week) program. This program is unique in its approach, in that participants agree to commit to a minimum number of hours (training, producing, and volunteering) in exchange for an experience that is comprehensive, organized, and rewarding. Participants who complete the course are confident of their skills and often stay with CTV as regular producers or on-call volunteers.

This training course is open to anyone who resides within the Charter franchise area who would like to contribute to the advancement of local programming on CTV. Non-residents may apply; however, a Non Resident Agreement must accompany the application. A cross-section of any training group displays a variety of individuals in age, experience, and background.

This program is held 3 times each year, sessions begin around January, May, and September. No previous experience in TV production is necessary. Applicants are interviewed before they are accepted into the program and must consider their availability and overall goal for participating before committing to the schedule.

Progress through the training course is measured by a system of credits, in which each activity (classes, volunteering, producing) has a credit value. By reviewing sign-in sheets, CTV staff will monitor participant's activity and provide a report as to where each participant stands in relation to completion of the program. Participants will be expected to make all classes and check-in sessions as well as committing to production activity minimums. By attending the required classes, volunteering, and producing, a participant can exit the program fully confident to produce more advanced productions.



Training Overview

Orientation: This is a 1-2 hour introductory meeting where community members who have been accepted into the program become acquainted with one another. Expectations, Training Classes, Commitments, Benefits, Guidelines, mandatory production minimums, etc. are reviewed. The participants also get to know the staff, tour the facility, and receive some background on CTV and the philosophy behind community television production. All participants are encouraged to begin formulating ideas for simple field productions by developing a list of 5 possible production ideas.

Basic Video 101: This is an introduction into the technology flow of studio production as it occurs at CTV. Each crew position in a studio production will be explained and demonstrated with time for hands-on experience. Participants will learn basic camera operation, microphone placement, graphics creation, audio mixer operation and production vocabulary.

Studio Production Training: In a minimum of 3 classes participants begin practical application during numerous “mock” studio type shoots. The pace of this training allows all participants to find their level of comfort at each position. By the second or third night everyone is working together to create 10 minute improvisational interviews or musical performances courtesy of the local talent pool. Participants are trained in the following production positions:

Camera
Floor Manager
Graphics
Talent

Audio
Technical Director
Director

[Once you have completed the studio training portion of the program you are eligible to volunteer for studio and remote productions]

Field Producer Training-1: In part one participants will need to begin refining their five ideas into 3 possible field productions. A discussion of “presentational” vs. “representational” style production will take place. This class focuses on: Idea refinement, proposal forms, preparation, permission, and keeping it “simple”.
(Note: you receive 5 credits for each completed production, and 3 credits for assisting classmates with their productions.)

Field Production “Check in” week – Individually scheduled meetings will be held to review and revise as necessary each project idea proposed. The goal of this meeting is to develop a solid first project idea.

Field Producer Training-2: In preparation for this class, each participant will have submitted a completed program proposal form for a 15-30 min production. The digital cameras and tripods are and practical exercises are conducted. Proper set up/tear down, audio capture, shooting to edit, as well as the essential camera menu functions are discussed and demonstrated. If an approved proposal form is on file, participants will be able to schedule equipment loans at the end of this class. (Based on equipment availability)

Editing: In individual classes participants, using the footage they have shot for their first project, will learn logging and capture, file management, sequence construction, audio, effects and graphic creation.

Sound for Video: This is a single class in which participants will learn about recording quality sound for video. The emphasis will be on remote audio recording with the field production equipment, including microphones, microphone placement, connections, level adjustment, and monitoring. Troubleshooting problem audio will be discussed and lab time will be included so that participants may practice with equipment in simulated production scenarios.

Lighting for Video: This consists of a single class in which participants can receive lighting theory and instruction to better recognize even lighting within studio and field production situations. Participants will be given tips as to how they can reduce or remove hard shadows and prevent hi-contrast lighting situations. Using existing light with reflectors, and general lighting principles will be discussed/demonstrated. No ladder climbing is involved.

Independent Producer: This consists of one or more classes in which participants can receive training in a custom scenario determined by the staff of CTV. This may include, program review and finishing (advanced editing), program promotion and marketing, HD camcorder operation, etc. Participants must be in good standing with all classes and check-ins completed and minimum of one show ready for review.

Check-in Weeks

Beginning with week 5, each week following a new training provides opportunities for participants to return to the studio to review skills, practice, and discuss project ideas and opportunities for getting the most out of the training course with a member of the staff.

Mandatory Production Minimums: Participants will produce at least one 30-60 min program and volunteer on at least 2 studio shoots and 2 mobile truck productions. Once studio training is completed in week 3, you should begin looking for scheduled mobile and studio tapings to which you can sign up for.

The studio, staff and equipment are available in a manner that promotes opportunity for solo or one-on-one tutoring sessions beyond the prescribed training. Participants are encouraged to review and practice what they have learned.

In the final weeks of the program you will see additional training and volunteer opportunities, including the ability to complete a second project. Keep track of the number of credits you have accumulated and try to finish at the top of the group with the most credits.

Getting the most out of the program: Once a participant has completed the studio production training in week 2 they are eligible to sign up for any CTV production. We have established music and public affairs programs as well as regular mobile productions to coincide with the training classes so that you may begin participating and gaining a variety of experience. The CTV mobile truck consists of productions which can be properly covered with a 3-camera switched live-to-digital set-up. As producers formulate their own production plans they may need extra crew to augment their productions. Participants are encouraged to contact the department, check out the CTV Facebook page, or stop by and review the sign-up board to maximize their opportunity to advance. These opportunities exist for the individual to gain confidence and deepen their knowledge as they grow toward their desired goals within the medium.

Graduation: A celebration of the completed projects and sharing of experiences will culminate with a Film Festival and graduation ceremony at the close of the program. Participants who have met the 55 credit-hour goal are presented a certificate during the celebration.

Post Graduation: Our hope is that graduates will continue to remain with CTV as volunteers and producers and encourage others who choose this unique adventure in search of expressing their interests in the medium of local television.



Credit breakdown

| | |
|--|---------------------------|
| Orientation..... | 2 credit |
| Basic Video 101..... | 2 credits |
| Studio Production Training (3 classes)..... | 6 credits total |
| Check-In sessions (4 separate sessions)..... | 3 credits each (12 total) |
| Field Producer Training-1..... | 2 credits |
| Field Producer Training-2..... | 2 credits |
| Editing..... | 2 credits |
| Sound for Video..... | 2 credits |
| Lighting for Video..... | 2 credits |
| Independent Producer (see description)..... | 2 credits |
| Submitting a completed Production..... | 5 credits |
| Total training credits..... | 39 credits |

How do you reach 55 credits to receive your certificate?

Training and Check-ins will get you part of the way...

Producing and volunteering make CTV-21 *your* channel.

Submitting additional completed productions.....5 credits each

When you volunteer, not only do you increase your credit count, you also gain knowledge, confidence, and help create a program that might never have been.

Mandatory Production minimums

2- CTV Studio shoots (Studio21, etc.)3 credits each (6 credits)

2- CTV Mobile truck shoots.....5 credits each (10 credits)



Notes

(Please keep this description and training overview for your records and complete & return the following (4) application forms)



CTV Training Course Application

Name: _____ Date: _____

Address: _____

Town: _____ Zip : _____

E-mail: _____

Phone #: _____

Cell # _____

Age: _____

Why are you interested in taking this training program? _____

Employment: _____ Position: _____

Special skills/Talents: _____

(The section below must be completed by the students taking the program for school credit)

School: _____

Major: _____

Are you taking this for credit/community service? ___ How many hours are required? _____

Advisors name: _____ Phone: _____

Plans after graduation: _____



CTV Training Course Agreement

I have reviewed the syllabus and calendar I understand that my commitment is for approximately four months at an average of 3 hours per week. I understand that I must attend classes and weekly check-in sessions scheduled during weeks 1-17. I understand that I will be invited to assist on productions when I am not working or attending class, and this assistance may entail, early mornings, late evenings, or weekends. I understand that I am also required to accumulate hours by working on community shoots or productions of my own. If I am a student, and participating for credit, I understand my school may require more than 55 equivalent hours and I must make special arrangements to meet those requirements.

I understand that I am expected to be present for productions/training classes for which I sign up. If I miss one of the training classes and cannot attend the make-up date for that class, or if I should miss two periods of scheduled time or one production without notifying the CTV staff, I will be subject to termination from the program.

I understand that, as a community volunteer I will receive no pay; however upon successful completion of my training, a certificate will be awarded to me. I will also have an opportunity to make a demo tape of projects or public access shows in which I participate in or produce while in the program. I understand that Charter Communications may terminate this training without prior notice and at will, and should my training course be terminated, I understand that I may request alternate avenues of using Charter Communications' CTV facilities.

I understand that behavior of a harassing or hostile nature is unacceptable and will lead to the removal of my privileges. I am responsible for my actions and will conduct myself in a safe and responsible manner in relation to any Charter Communications function and with other program participants and producers at all times.

I have read and understand all of the above and I have filled out all the necessary forms. My questions or concerns regarding my participation in this training program have been answered to my satisfaction.

Signed: _____

Date: _____

Guardian Signature (if under 18 years of age.)

Charter Communications CTV Staff: _____



PRODUCTION RELEASE FORM

I, _____, understand that while participating in this training program I may be photographed or recorded and that footage may be used in the promotion or demonstration of Charter's community television department (CTV). All footage or images, finished or unfinished, in any manner or form, in which I am involved is the property of Charter Communications without liability to me for my actions. I hereby assign to Charter Communications all rights in and of such productions, and I hereby authorize Charter Communications without limitation, to reproduce, copy, sell, exhibit, publish, or distribute any such production without further consent.

Any independent Public Access productions in which I participate in are the sole property of the Access producer, with the exception of my own, which would in such a case, belong to myself, and be bound by all rules governing CTV Community Access production & cablecast.

VOLUNTEER

DATE

Guardian Signature (if under 18 years of age)

CHARTER COMMUNICATIONS REPRESENTATIVE



(If you reside outside the 14-town franchise area of CTV you must complete this agreement to participate)

NON-RESIDENT AGREEMENT FORM

I, _____, a resident of a community located outside of the Charter Communications' franchise area, request to be allowed to participate in the CTV Training Program. I understand that this training, and related community access facilities, are for use by residents of Charter's franchise area. I agree to abide by the CTV Visitor Protocol, Application, and Guidelines. I will attend all training dates, and meet all regular weekly check-in session until the end of the program. I understand that I can produce programming for CTV and appear as crew for any community program during my time as a participant of the CTV training program.

I understand that upon completion of the program, my ability to continue to use CTV community access facilities to produce local programming as a non-resident may require a minimum number of volunteer hours each month.

I understand that Charter Communications reserves the right to terminate this offer at any time without warning.

Signature of Applicant _____ Date _____

Signature of CTV staff member _____



Mail your application:
Charter Communications, CTV
11 Commerce Rd
Newtown, CT 06470

~ or ~

Stop by to drop off your application:
(203) 304-4050
(Please call in advance)