

Village of Villa Park

Policies and Procedures for Government Access Programming



MISSION STATEMENT

The mission of TV VP Style is to serve as the public access, education and government channel, by providing the citizens of Villa Park with information about their government, community and quality of life. The goal is to encourage the diverse population of VP to fully participate in and contribute to all local affairs.

Introduction:

As part of the agreements with television providers, such as Comcast and ATT, The Village of Villa Park has broadcast channel(s) available for community use. The Villa Park Cable Commission was established to oversee the programming of that channel.

This document serves to provide guidance regarding appropriate programming for Villa Park's community channel, procedures for submitting programming, and information about access to production equipment.

Programming Guidelines:

The Villa Park Cable Commission reserves the right to review, reject and schedule all programs submitted for broadcast on the Villa Park Channel based on:

- Relevance to the mission
- Redeeming Social Value
- Conformity to prevailing community standards
- Compliance with local, state and federal laws.
- Adherence to additional guidelines and policies in this document

Additional Guidelines and Policies:

Blatantly commercial programs will be restricted.

A program may have an identified underwriter, but must not directly promote the underwriter, its products or services.

Political Advocacy will be restricted.

No program will be broadcast if it specifically endorses a particular person or group.

Village Board and Village Committee-of-the-Whole meetings will be shown in their entirety.

These meeting will be broadcast from gavel to gavel, with no editing nor editorial comment. The directors and producers of these meetings will make a good faith effort to maintain objectivity while recording.

Other Village meetings and events may be edited for scheduling, brevity, public interest, and other practical matters, but directors, editors and producers will make a good faith effort to maintain objectivity of the final program.

Program Submission Eligibility:

The Cable Commission will find, create and broadcast programming within the guidelines established above. In addition, the following people and groups may submit finished programs for broadcast.

- Residents of Villa Park
- Students attending a Villa Park school
- Villa Park business owners
- Expanded government bodies that include the Village of Villa Park; DuPage County, Illinois, Federal, Military, etc.
- Other entities, if sponsored by one of the above

Program Submission Guidelines:

In order for the Villa Park Cable Commission to consider broadcasting a program it must meet the following criteria:

- Be provided on an authorized media, with an approved label
- Be accompanied by a program submission form

Authorized Media for Submitting to the Villa Park Public Access Channel(s):

- DVD

Media Label:

The media must be labeled with the program name, program length (hh:mm) producer's name and producer's contact information

Delivering Programming:

Programs must be on approved media and may be given to any Villa Park Cable Commissioner, or delivered by mail or in person at least two weeks prior to desired broadcast date.

ATTN: Cable Commission Programming
Village of Villa Park
20 S. Ardmore Avenue
Villa Park, IL 60181

Please be sure the envelope is clearly marked “Cable Commission Programming” and if delivering in person, the date the media was turned in.

Production Equipment & Studio Access:

Volunteers, equipment and staff are limited, therefore only Village staff or Cable Commissioners will be allowed to use Village production equipment and studio gear.

Occasionally, as resources and training permit, others may use the Village-equipment under the supervision of Village Staff or a Cable Commissioner.

Villa Park residents may also contact Comcast for more information on the equipment and facilities they have available for public access production.

www.accesschannel.com

Elmhurst Public Access Center
688 Industrial Drive
Elmhurst IL 60126
(630) 600-6121

Addison Public Access Center
5N301 Medinah Road
Addison, IL 60101
(847) 789-0787