

Village of Tinley Park Community Television Submission Guidelines

The Village of Tinley Park Community Television (TPTV) is a 24-hour channel airing on Comcast Channel 4 and AT&T U-Verse Channel 99. The mission of TPTV is to provide residents of Tinley Park and surrounding areas with quality local programming that may be of interest to the community to educate, inform and entertain.

TPTV will accept video content from middle schools and high schools that serve Tinley Park residents, and also local community groups that host events that are open to and marketed to the public.

Video content submitted to Tinley TV must be in increments of 5, 10, 15, 30, 45 or 60 minutes. Multiple files may be submitted if the footage runs longer than the allotted time. The content should be on a DVD-R or DVD-RW and be completely edited and ready for production. Tinley Park is not held responsible for lost or damaged footage, and will retain copies of submitted DVDs.

The footage also must contain an opening clearly defining what the body of the video is, along with a date. It can be as simple as text on the screen as a title or an on-camera introduction. There should also be a closing giving credit to the creators of the video.

To submit, the content must conform to the TPTV Programming Policies stated above. A Production Request Form (available on our website or by visiting <http://bit.ly/1761xqe>) must be filled out and turned in with your content for review. The submitter must be at least 18 years of age or have an adult cosigner when submitting. All footage will be reviewed by TPTV before airing, and the submitter will be informed of the status of their footage prior to the air date defined by TPTV.

Any legal rights that are necessary for production should be secured by the submitter. TPTV is not responsible for obtaining individual rights per submission.

The TPTV reserves the right to reject any content that is not quality footage in picture or audio, is not suitable for the channels, or does not adhere to the TPTV Programming Policies.