

Derry Community Television
POLICIES
&
PROCEDURES

As Adopted by the Cable Advisory Committee 1994 – Revised August, 2010

DERRY COMMUNITY ACCESS POLICY

Purpose of Document

The purpose of this document is to specify the policies and procedures governing public participation in the development and production of local access programming for Derry Community Television

I. Outline

A. Names of Service

1. Derry's Public Access Channel is known as "Derry Community Television – C23" and shall be referred to as "C23".
2. Derry's Government Access Channel shall be known as "GOV-17"

B. Authority and Governance

1. Authority

C23 and GOV-17 exists as a result of the franchise agreement between Comcast Cablevision and the Town of Derry. The continue as a cooperative effort of the Town of Derry and Comcast Cablevision.

2. Governance

The Public and Government access facility is managed by a station coordinator under the direction of the Town Administrator.

C. Channel Usage

1. Public Access Channel (C23)

Every Community member is guaranteed the right to have a program that they produce or sponsor cablecast at least once provided they have signed a "Statement of Compliance" stating that said program is within the guidelines set forth by the Cable Act of 1992 and does not violate these policies or any federal, state or local ordinances.

2. Government Access Channel (GOV-17)

Any trained (GOV-17) certified community member may volunteer to cover designated meetings of elected or appointed boards of the Town or School District Coverage should be gavel-to-gavel whenever possible. Editorial comment is not allowed. Coverage will be a live broadcast when possible. Where there is more than one meeting to be covered in the same general time frame, the Station administrator will utilize the coverage priority list developed by the Town Administrator in determining coverage. All Government Access Programs must be identified at the beginning of the broadcast with the following message: "The following program is a Government Access program with Gavel-To-Gavel coverage".

D. Statement of Purpose

1. C23 exists to give Town of Derry residents access to the community that normally is difficult, if not impossible, to come by. Through public access, residents will be able to share and communicate their concerns and pleasures with fellow residents of Derry. Public access allows a statement to be made on a nonpartisan basis, whether it be current events, town history, or fire safety. The list is only limited by the imagination.
2. GOV-17 exists to provide the community with an opportunity to become informed by viewing first hand, unedited, coverage of its governing boards and committees.

II. Objectives of Derry Community Television – C23

The goal of community television is to plan, provide for and air programming that will:
Respond to a wide range of community interest, concerns and talents.

Create an open forum for the discussion of public issues and exchange of information.

Increase community awareness, understanding and pride.

Encourage more participation in community activities, including the activities involved in access programming for cable television.

III. Definitions

ADVERTISING – The act of calling something to the attention of the public, especially by paid announcements.

APPROPRIATE WARNING FOR MATURE AUDIENCE – a disclaimer which appears before program explaining what will appear in this show and how it is specifically made for mature audiences.

APPROVAL – in relation to a allocation shoot, a written document signifying prior contact and agreement for placement and safe operation of equipment and personnel in connection to particular event. The approval should be signed by the acting authority of the particular location/facility where the event will occur.

BICYCLED TAPES – any program produced outside the Town of Derry

BROADCAST – to transmit radio and television through the airwaves over a broad area. Programs that are intended for a mass audience.

CABLECAST – to transmit signals that originate on cable or via satellite through a cable television system.

CABLE TELEVISION SYSTEM – any facility within the municipal limits of a town or city engineered to distribute to residents broadcast and non-broadcast signals, including

local programming, be means of wires, cables, conduits, or any other devices capable of signal transmission.

CERTIFIED FOR EQUIPMENT USE – people who successfully complete the P.D. training course, or who pass the community production workshop examination and/or demonstrate competency in the use of the equipment to the satisfaction of the instructor.

CLEARANCE – obtaining all prior contractual agreements necessary for the event to be videotaped and subsequently cablecast. Clearance must be obtained from the performer, managers or any other party that has a legal connection or rights with the event to be cable cast.

COMMUNITY- The Town of Derry.

COMMUNITY BULLETIN BOARD – an electronic listing cablecast to promote and inform the public.

COMMUNITY CHANNELS – channels provided by the cable television system for the presentation of local programming and community information.

COMMUNITY PRODUCER – any qualified person, group organization or other entity which makes proper application for production equipment and/or community channel time, and presents local programming for distribution over the cable system. The community producers(s) will be certified for equipment use. Community producers who are not qualified to use equipment on their own may work with staff and other trained volunteers to produce a community television program.

COMMUNITY TELEVISION – a combination of local origination and public access programming.

COPYRIGHT – the exclusive legally secured right to reproduce, publish, perform and sell the matter and form of a literary, musical or artistic work.

DISCLAIMER – a denial or disavowal of legal claim or responsibility for the beliefs or producers set forth in a program.

EDITING – a process of arranging videotaped material in sequential order by assembling and or inserting videotape segments.

EDUCATIONAL ACCESS – a means by which local educational authorities can enhance the learning process.

EQUIPMENT CHECK IN/OUT – procedure which involves setting up an appointment with Derry Television Station Coordinator to take out or sign in equipment for community volunteers. This procedure helps insure fair distribution, proper maintenance and security of the equipment.

EQUIPMENT RESTORED TO PROPER ORDER – equipment returned the way it was checked out, with the cable properly coiled, equipment in the right boxes, and operating properly.

FACT SHEET – a form submitted to Derry Community Television – C23 by the producer giving pertinent information on a program to aid in the identification of a program’s contents. The information on a fact sheet should include tape number, program title, running time, production dates, credit list, rights and restrictions, and a program description. Fact sheets for programs produced are kept on file for a reasonable amount of time by Derry Community Television – C23

FEDERAL COMMUNICATIONS COMMISSION (FCC) – federal agency governed by a board of seven (7) individuals appointed by the President to serve for terms of varying lengths. The FCC, which exercises the authority under the Communication Act of 1934, regulates radio and television broadcasting and cable television.

FIELD PRODUCTION – production occurring on location and outside of the studio.

GOVERNMENT ACCESS – a means by which local government authorities can informed educate the general public on local issues.

INDEMNIFY – to insure against the liability which may arise from harm, loss, or damage or to make compensation for incurred harm, loss, or damage.

INVASION OF PRIVACY – the wrongful intrusion into one’s private life in such a manner as to outrage or to cause mental suffering, share or humiliation to a person of ordinary sensibilities.

LEGALLY QUALIFIED CANDIDATE – one who is eligible to turn for the office sought; one who has announced candidacy; and one who has qualified for a place on the ballot or is otherwise an eligible bona fide candidate for nomination or election to a potential office.

LIBEL – a written defamatory statement or representation which is not true, which is published or cablecast, and tends to expose and individual or a group to public contempt.

LIVE CABLECAST – live direct transmission via the cable television system of a program at the time of origin.

LOCAL ACCESS – a means to provide the residents of Derry an opportunity to express its viewpoints on community issues.

LOGGING – process of listing in print specific audio and video events in the order of their recording to be used later for the purposes of editing.

LOTTERY – drawing of lots in which prizes are distributed to the winners among persons buying a chance. Lotteries are barred from broadcasting and cablecasting under section 1304 of the US Code. State lottery results, however, are considered news and can be cablecast.

MATURE NATURE – material within a cablecast program which is directed specifically toward adults or those with the capability of understanding mature themes that may be of a controversial nature.

MUSIC LICENSING ORGANIZATIONS - organizations such as ASCAP (American Society of Composers, Artists and Publishers) and BMI (Broadcast Music Inc.) which collect copyright fees from users of the music and distribute fees to writers and publishers.

NARROWCAST – to present programs intended for and cablecast to a specific audience. Narrowcasting means providing many programs for a variety of audiences rather than a few programs for a mass audience.

NETWORKS – chains of radio and television station and cable systems interconnected by satellite, microwave and coaxial cable for the efficient distribution of programs and advertising from a central source.

OBSCENE OR INDECENT MATERIAL – material that is found to be potentially offensive by contemporary community standards and totally without redeeming social value.

P.E.G. ACCESS – Public Educational Government.

PERSONAL PROFIT OR GAIN – conditions under which an individual or corporation or entity derives benefit.

PRESS RELEASE – a formal release of written information to inform the public of certain events or issues.

PRODUCTION EQUIPMENT – equipment necessary for the production and presentation of local programs on the cable television system.

PROGRAM LISTINGS – the listing of scheduled television programs in a book such as TV Guide or cablecast on a local channel or on the web.

PROGRAM MASTER/MASTER TAPE – the original, final edited version of a videotape program.

PROMOTIONAL MATERIAL – product or service given to the cable caster in exchange for a public acknowledgement.

PUBLIC ACCESS – a means to provide the residents of Derry an opportunity to express its viewpoints on community issues.

PUBLIC RECORD – material that is available to the general public.

PUBLIC SERVICE ANNOUNCEMENT (P.S.A.) – a cablecast announcement produced by a non-profit organization intended to serve the well-being of the community.

SLANDER – a oral defamatory statement or representation which is not true, which is cablecast, and tends to expose and individual or group to public contempt.

SLATE – a 15 – 20 second graphic appearing before the countdown of a show which provides basic information about the program such as title, director, producers, total running time, and cablecast date.

SLOT – the placing for a program into a specific day part; i.e. 8pm EST.

SPONSOR – an advertiser who contributes to the cost of the entire program rather than spots within the show. A sponsor exercises control of the program in addition to dominating the commercial time.

STATEMENT OF COMPLIANCE – a written agreement signed by a community producer or any person desiring access to Derry Community Television's equipment, facilities and staff time, whereby he/she specifically agrees to comply with access policies and procedures.

STATION COORDINATOR – the person employed by the Town of Derry to manage the activities of community television, to develop local access programming, to administer training programs in the technical and conceptual skills of television production facilities and to supervise the system's local origination productions.

TRADEMARK – any mark, word, letter, number design, picture or combination thereof in any form or arrangement, which points to the original ownership of the property to which it is applied and is legally reserved to the exclusive use of the owner or maker or seller.

UNFAIR COMPETITION – unreasonable interferences with the business of others.

VOLUNTEER – a person who donates personal time return for experience or personal satisfaction.

IV. ELIGIBILITY

The following individuals or organizations are eligible to use the facilities of the Derry Community Television – C23

Derry residents are eligible to use the production equipment and facilities for producing public access programming on cable television for the Derry Community Television system.

Employees of Derry Town Departments, members of non-profit organizations or chapters or governmental groups, students and teachers of schools and institutions located within the Town of Derry are eligible to use the production equipment and facilities for producing access programming on cable television. Non-resident members must produce under the control of the department, or organization, or institution. The “right to access” belongs to the department organization or institution and not the individual producer.

V. COMMUNITY TELEVISION TRAINING COURSES

Derry Community Television shall provide training courses to certify those eligible to use production equipment and facilities.

A. Training Development

- 1. Cable staff shall develop training courses covering the following:**
 - a. Basic Camera Operation**
 - b. Studio Operation**
 - c. Editing**
 - d. Lighting**
 - e. Other courses determined necessary by cable staff.**
- 2. Cable staff shall develop certification exams for those who have prior video production knowledge and do not wish to attend training courses.**

VI. PROGRAM CONTENT REQUIREMENTS

Community producers or organizations are liable for the content of all program material.

- A. Presentation of the following material is prohibited on P.E.G. access:**
 1. Obscene or indecent matter.
 2. Any lottery, or any advertisement or information concerning any lottery or raffle or raffle information.
 3. Any advertising for promotional material concerning products of any value, unless previously approved by the station administrator and the C.T.A.C.
 4. Any material which constitutes libel, slander, invasion of privacy or public rights, unfair competition, violation of trademark or copyright or any material which might violate local, state or federal law.
- B. If a program contains political information about a certain candidate during his or her campaign, all contenders must be allowed reasonable programming opportunity.**

- C. If a program is “bicycled” from another community it must be submitted to the Station Administrator by a Derry resident with 10 signatures (name, address and telephone) from residents of Derry indicating that they want the program to be cablecast on the access channel.
- D. If a program may be offensive to some audiences or may be of a mature nature, an appropriate warning shall be edited onto the beginning of the program and in any program listings.
- E. If a program is of a controversial nature, a disclaimer shall be added at the beginning of the program. The text of the message may read as follows: **“The views and opinions expressed in the proceeding program reflect those of the producer and do not necessarily reflect those of Derry Community Television or the Town of Derry.”**
- F. Failure to comply with these program content requirements may subject the producer to forfeiture of the right to use Comcas’s facilities for a period of time appropriate to the infringement.
- G. A videotape can be refused and a live cablecast terminated if program rules are violated.

VII. PRE-PRODUCTION PROCEDURES

Persons wishing to produce program using the Derry Community Television – C23 equipment and facilities must:

- A. Read and understand all community television access policies and procedures.
- B. Be certified for equipment use through a Derry Community Television – C23 community production workshop **or** examination; demonstrate proficiency with the equipment to the satisfaction of the Station Coordinator.
- C. Request access time for minors in the name of a parent or guardian. The parent or guardian of a minor must authorize and accept all liability with respect to the minor’s use of equipment and facilities.
- D. Intend to use the community access equipment or facilities for the primary purpose of producing programs for the access channels.
- E. Submit a program proposal to the Station Coordinator of Derry Community Television – C23

1. Program Proposal

A program idea translated into a program proposal is the first step towards production of a community television program. The program proposal form asks

this basic information about the program: who, what, when, where, type of program (studio or location) , format (interview, talk show, video art, etc.) projected dates and cablecast dates, etc.

2. Conference

Community producers not certified for equipment use and unfamiliar with studio facilities may schedule conference with a staff member to discuss a program idea. This initial conference will include and orientation to television production facilities and review of program proposals and production guidelines. The community producer will be given a program proposal form to complete and submit before a second conference can be scheduled.

- F. Demonstrate readiness to begin production so that the Derry Television staff member can assign production dates and reserve equipment for production on the master production schedule.
- G. Complete a crew request form and sign for studio or van time on the posted sheet.
- H. Obtain in writing a letter and/or talent release form for all necessary approvals, clearances, releases, licenses, etc. for the use of any program materials to be cablecast including but not limited to the broadcast stations, networks, performers material, or any other party that has a legal connection of the rights with the event to be telecast.
- I. Meet with the Station Administrator to make sure that all production requirements have been met, i.e. special concerns such as lighting, staging, special effects, graphics, music, special audio, etc.
- J. Submit a description of program suitable for a press release and a fact sheet. The fact sheet should have title, length, persons involved with the production, and releases from the persons involved. Press release to the newspapers or community bulletin board must be authorized by the Station Administrator.

VIII. EQUIPMENT AND FACILITY USE GUIDELINES

To use the equipment and facilities of DERRY COMMUNITY TELEVISION - C23 the following guidelines shall apply:

- A. To the extent possible, all requests for use must be scheduled with the Station Administrator at least one week prior to the scheduled actual date of intended use. Time and date of use will then be entered in the Equipment Schedule Book by the Program Director.
- B. Cancellations of scheduled equipment and facilities must be made 24 hours in advance.
- C. Procedure for Studio Use.

1. Studio time is available on a “first come, first served” nondiscriminating basis, consistent with hours of operation, to all certified community producers.
2. Requests for consistent time slots will be given at the Station Administrator’s discretion to community producers or groups who make use of the time with new material on a consistent basis for a program series.
3. Every applicant seeking use of the studio must submit a program proposal and studio request form.
 - a. Studio request forms should be submitted no later than one week before the proposed production date and not more than four weeks in advance of the time requested.
 - b. Any remote production which will be included in the program must be shot and edited prior to the studio date.
 - c. A producer may reserve studio production facilities up to four hours on any given day. This time includes setting up, the production (taped or live), and the breakdown.
4. The producer is responsible for staffing his/her crew. All crew members must be certified for studio production. The staff member on duty may assist on the production if needed.
5. Crew members should report at a time designated by producer.
6. Talent should report at least 30 minutes prior to production.
7. Producers must make sure that their productions begin and end as scheduled.
8. If the studio shoot has not begun within a reasonable amount of time, the shoot will be canceled by the Station Administrator.
9. Crew members should clean up after their productions, leaving the studio ready for the next production.
10. Studio staff are to be informed about canceled studio production at least 24 hours in advance. Failure to do so may result in probation as a community producer.

D. Procedure for Use of Portable Equipment

1. Portable equipment request form must be submitted at least one week, but no more than one month, in advance. All requests will be honored on a

first come, first served basis.

2. Equipment may be checked out on an agreed upon time between the individual and the Station Administrator for reasonable period.
 - a. Individual must allow 15 minutes for checkout and check in by a staff member.
 - b. Equipment must be returned in proper order. Equipment damage or loss is assumed by borrower, where negligence or deliberate damage is evident.
 - c. Equipment must be returned on time or privileges of future use of equipment will be suspended.
3. If there is any problem with the requested time, a staff member will call you as soon as possible to reschedule.
4. Any equipment requested less than one week prior to its intended use cannot be confirmed in advance and will be subject to availability.
5. Remote equipment use privileges may be suspended for the following reasons:
 - a. Failure to return equipment on time.
 - b. Failure to notify the Station Administrator of a cancellation for previously scheduled equipment or facilities.
 - c. Damage of equipment.
 - d. Equipment use other than for community access programming.

IX. PROCEDURE FOR USE OF EDITING FACILITIES

Persons wishing to use the editing facilities must:

- A. Be certified for equipment use through the completion of all DERRY COMMUNITY TELEVISION — C23 requirements.
- B. Fulfill the guidelines for program proposal.
- C. Submit a Studio Request Form at last one week in advance of requested use.
- D. Request access time for minors in the name of a parent or guardian. The parent or guardian must authorize and accept all liability with respect to the minor's use of editing equipment and facilities.

- E. Schedule logging time of raw footage and develop editing script within one week after the last shoot or within the soonest time available.
- F. Edit raw footage as soon as possible in order to recycle.
- G. Make an appointment with a DERRY COMMUNITY TELEVISION - C23 staff member at least one week in advance of scheduled editing time if technical assistance during editing is desired.
- H. Slate and label all master tapes as follows:
 - 1. Title of program.
 - 2. Producer's name and Director's name.
 - 3. Date program was produced.
 - 4. Length of program (running time).
 - 5. Appropriate copyright protection statement.
- I. Leave equipment and facility in proper order.
- J. Cancel scheduled editing equipment and facilities at least 24 hours in advance of scheduled use

X. SUBMITTING PROGRAM FOR CABLECASTING

In order to submit program for cablecasting, a community producer should comply with the following guidelines.

- A. A Statement of Compliance should be completed and signed by the producer prior to submitting the program for cablecasting.
- B. All tapes should be submitted to Derry Community Television at least one week in advance of cablecast to determine technical quality.
- C. All tapes submitted for cablecast should be slated and labeled.
- D. Programs of inferior technical quality will be cablecast only at the discretion of the Station Administrator. Content, interest and importance will be considered. An appropriate disclaimer may be used by the Station Administrator.
- E. Should the Station Administrator discover that the statements in the program are false, obscene, incomplete, the producer may be denied cablecasting time.

- F. The producer will be advised of any reason for not accepting the program for cablecasting. If the program is then corrected to the satisfaction of the Station Administrator, it will then be scheduled for cablecast.
- G. Preference in time scheduling for cablecast will be given to government access programming. All program scheduling will be at the discretion of the Station Administrator.

XI. GUIDELINES FOR USE OF THE COMMUNITY CHANNELS

- A. The community television equipment and facilities may be used solely for the purpose of producing programs for the community access channels unless otherwise authorized by the Station Coordinator.
- B. All equipment and facilities must be used in accordance with all U.S. laws including copyright laws and FCC regulations including those dealing with lottery information, obscene and indecent material, and advertising (see Section VI, Program Content).
- C. Unless a rental contract is agreed upon by DERRY COMMUNITY TELEVISION - C23 and the community producer, no equipment or facility may be used for personal profit, either direct or indirect.
- D. The Station Coordinator may permit access to the community access channel to any legally qualified candidate for public office to express his or her views. Equal opportunity in a similar program format determined by the Station Coordinator shall be available to all such candidates who so desire.
- E. The DERRY COMMUNITY TELEVISION - C23 channels are available on a first come, first served non-discriminatory basis. The Town government has priority over access to the government/local access channel and facilities. Priority will be given to established series within government, educational and public access. The channels will cablecast programs which are both pre—produced and which are produced utilizing DERRY COMMUNITY TELEVISION - C23 facilities.
- F. For scheduling community television programs, see Section X, procedures for Submitting a Program for Cablecast.

XII. PROGRAM OWNERSHIP AND COPYRIGHT

- A. All programs produced using DERRY COMMUNITY TELEVISION - C23 and facilities will be co-owned and copyrighted by the community producer and DERRY COMMUNITY TELEVISION - C23 , unless the program was produced by renting the equipment and facilities or unless it is the subject of a separate agreement between the community producer and DERRY COMMUNITY TELEVISION - C23.

- B. It is the community producer's responsibility to obtain releases for all necessary copyright liability that may be incurred from cablecasting the program.
- C. The community producer, individual community organization, or any of its members may not use the program or any of its outtakes for personal profit or gain without the expressed written consent of the DERRY COMMUNITY TELEVISION - C23, which consent will not unreasonably withheld. It is the intention of DERRY COMMUNITY TELEVISION - C23 to encourage productions and programming which best serve the community, and not singly profit any individual or organization. This does not apply when equipment has been rented.
- D. The community producer's rights and privileges shall include the following:
1. One program copy from the edited master free of charge, provided no staff time is required. Producer must furnish a quality tape. If staff time is required, then a charge shall be incurred.
 2. Participation in the selection of the program date and time for cablecast on local channels in accordance with Sections VI and XI.
 3. The right to request of the Station Administrator that program master videotapes be discontinued from cablecast or erased in the event that program information is found to be outdated, obsolete or inappropriate.
 4. Distribution of the video program shall be subject to the prior agreement of the community producer and DERRY COMMUNITY TELEVISION - C23.
- E. DERRY COMMUNITY TELEVISION - C23 rights and privileges shall include the following:
1. Retention of the program edited master for its library.
 2. Subject to the prior agreement of the community producer and DERRY COMMUNITY TELEVISION - C23 the right to make duplications of the program for television facilities.
 3. The right to cablecast the program locally as often as is deemed appropriate.
 4. The right to exercise the option of erasing an obsolete or unusable program after it has been cablecast. DERRY COMMUNITY TELEVISION - C23 will provide courtesy notice of two (2) weeks in advance of tape erasure.
 5. The right to receive credit by name DERRY COMMUNITY TELEVISION-C23, within the videotape at each air date or play.
 6. The right to prohibit removal of DERRY COMMUNITY TELEVISION-C23 videotapes from the local community facilities with the exception of tapes

used for field production. If it is absolutely necessary to sign a tape out, the full cost of the tape is required as a deposit.

XIII. HOURS OF OPERATION

The hours of operation for DERRY COMMUNITY TELEVISION - C23 facility shall be as specified from time to time by the Station Coordinator, or as posted on the Community Message Channel.

XIV. COMMUNITY BULLETIN BOARD (CBB)

- A. Any non-profit individual, organization, or entity with a non—commercial, public service announcement can have an announcement run on the community bulletin board.
- B. Information may be submitted to DERRY COMMUNITY TELEVISION - C23. It should be received at least two (2) weeks prior to the event, which is being listed. These messages should comply with the message Channel Request Form.
- C. Any announcement submitted for the CBB should be printed or typed on Message Channel Request Form and signed by the person who submits it. CBB forms are available at Derry Community Television, 14 Manning Street, Derry, NH 03038.
- D. There will be no announcements of entry fees, bingos, lotteries, ticket prices, raffles, political campaigns or regular schedules of religious services.
- E. The Station Coordinator reserves the right to edit announcements due to content or length.
- F. All electronic print messages must conform to the program content rules and will be displayed on the CBB on a first come, first served basis.
- G. Program content rules:
 - 1. If a resident wishes to publicize a meeting which is open to the general public or community occurrence/activity which provides a direct service to community residents, then such an announcement is considered to be contributing to the welfare or benefit of the community, and thus qualifies as a Public Service Announcement or PSA. The cablecasting of these announcements is free of charge.
 - 2. If a party acting on behalf of a group, organization, or institution in the community, wishes to announce an event which involves any pecuniary activity, i.e. , fund raising to further the interests of that group, organization, or institution, then such an announcement cannot be considered as providing a service which is of direct benefit to the community at large. The cablecasting of these announcements will require

a fee at a reasonable advertising rate.

3. If a party wishes to announce the availability of goods or services for which payment is made in return for the goods or services rendered, then such an announcement constitutes advertising. The cablecasting of these announcements will require a fee at a reasonable advertising rate.
 4. Political candidates or political organizations may advertise on the CBB. The cablecasting of these advertisements will require a fee at a reasonable advertising rate. Political candidates or political organizations advertisements are limited to only to one ad per candidate or issue.
- H. The preferred format for CBB submissions is formatted PowerPoint (PPT) presentations. Text should be a minimum of 24 points for readability on Television.
- I. Under the discretion of the Cable System Coordinator, slides may be altered to suit television requirements.