



## Welcome to MetroEast Community Media and “MetroEast Art Shorts”

Thanks for your interest in “MetroEast Art Shorts.” The series is coordinated by the Arts Advisory Committee at MetroEast Community Media, a group of local arts community members and MetroEast staff. Below are information and guidelines to help you get started as a submitter.

MetroEast Community Media is a non-profit organization that allows hundreds of volunteers to produce and cablecast Public Access, Educational, and Governmental (PEG) programming. Our mission is to use media to invigorate civic engagement, inspire diverse voices and strengthen community life.

The purpose of “Art Shorts” is to develop connections between MetroEast and local artists. The series is just one of the many resources available to you as a video artist. We administer eight cable channels, and most of their programming is provided by the community. To help create that programming, we offer video production workshops and access to equipment for non-commercial video production. We also work with schools, libraries and non-profit organizations to make educational programming.

MetroEast has served Portland’s East Metro area for 22 years. The organization was known as Multnomah Community Television until January 2006, when the name was changed and the facility moved from Mt. Hood Community College to 829 NE Eighth Street in Gresham, off Cleveland Avenue. MetroEast receives funding through franchise fees collected by Comcast Cable and disbursed by the Mt. Hood Cable Regulatory Commission. Our second 12-year franchise began in 1998; it serves Gresham, Troutdale, Fairview, Wood Village, and Multnomah County.

You can learn more about what MetroEast has to offer by reading the enclosed newsletter, visiting our facility in Gresham, or visiting our web site, [www.metroeast.org](http://www.metroeast.org).

## Guidelines for “MetroEast Art Shorts” Segment Submitters

We look forward to receiving your submission to “MetroEast Art Shorts.” Below are some guidelines to help you prepare:

- “MetroEast Art Shorts” premieres October 2, 2006 on Comcast cable channels. The weekly playback schedule is as follows:
  - Episode premiere- Mondays, 7 pm, Channel 21
  - Replay- Tuesdays, 8:30 pm, Channel 27
  - Replay- Wednesdays, 6 pm, Channel 21
  - Replay- Saturdays, 11:30 pm, Channel 11
- Submissions must be original creative video works of 15 minutes or less, including title and credits. You may also submit excerpts from longer works. Pieces longer than 15 minutes may be submitted to air as single programs. For information on single-program submissions, call MetroEast’s Programming Department, 503-667-8848, ext. 332.
- We accept DVCam, Mini-DV, DVD and Super-VHS formats. Each submission must be recorded on its own tape or disc.
- You may make up to 13 submissions per series season. A new Segment Submission form must be completed **each time** you submit a piece to “Art Shorts.” Some submissions may receive additional replays on future episodes of the program.
- Please drop off or mail your submissions to: **MetroEast Community Media, Art Advisory Committee, 829 NE 8<sup>th</sup> St., Gresham, OR 97030.**
- Submission tapes or DVDs may be picked up at MetroEast up to 90 days after they are submitted. Tapes or DVDs that are not claimed will be recycled.
- Submissions containing potentially objectionable material (defined as repeated vulgar language, nudity, extreme violence or degradation, or graphic depiction of medical procedures) must be identified as such on the Art Shorts Submission Form. These submissions will air on our special, late-night program, “Not Your Grandma’s Shorts.” Submitters will be notified of their segment’s playback schedule.
- MetroEast will not air submissions containing prohibited material, as outlined in the Producer Liability Agreement and Indemnification Form.
- As a sponsor, the MetroEast Community Media Art Advisory Committee reserves the right to not air a submission with the “Art Shorts” series. Such decisions will be made at the discretion of the committee and MetroEast’s Chief Executive Officer.
- As a sponsor, MetroEast Community Media Art Advisory Committee reserves the right to use video or stills from submissions to “MetroEast Art Shorts” for promotional purposes on MetroEast’s cable channels, web sites ([www.metroeast.org](http://www.metroeast.org), [www.myspace.com/art\\_shorts](http://www.myspace.com/art_shorts)), in MetroEast’s monthly newsletter and other printed materials relating to the committee.
- Material that airs on “MetroEast Art Shorts” is the intellectual property of its producer, who holds the right to submit it to other media centers, film festivals and the like. The producer keeps the right to market and sell the material independently of MetroEast. However, MetroEast does not exist to enable community producers to make a profit. If an “Art Shorts” submission produced with MetroEast resources, and is later used for commercial purposes, MetroEast Community Media reserves the right to recover appropriate compensation. This does not apply for “Art Shorts” submissions produced outside of MetroEast.

If you have questions about “MetroEast Art Shorts” or these guidelines, please call 503-667-8848 ext. 300.



# “MetroEast Art Shorts” Segment Submission Form

Date: \_\_\_\_\_ Submission Title: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_

Estimated length: \_\_\_\_\_ : \_\_\_\_\_ : \_\_\_\_\_ Producer’s name: \_\_\_\_\_

Producer’s Phone: \_\_\_\_\_ Producer’s email: \_\_\_\_\_

Person submitting segment (if other than producer): \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Responses to the following questions are required.**

**If a question is left unanswered, this segment will not be scheduled to air.**

<p><b>Do you wish to provide a way for the public to contact you about your submission?</b></p>	<p><input type="checkbox"/> <b>Yes:</b> Please list a phone number, email address and/or web site: _____</p> <p>_____</p> <p><input type="checkbox"/> <b>No:</b> Please contact the MetroEast Art Advisory Committee at 503-667-8848 ext. 300.</p>
<p><b>Was this submission produced using the facilities of MetroEast Community Media?</b></p>	<p><input type="checkbox"/> <b>Yes</b></p> <p><input type="checkbox"/> <b>No:</b> Where was it produced? _____</p> <p style="padding-left: 40px;">Approximate production date: _____</p>
<p><b>Does this submission contain any of the following potentially objectionable material?</b></p> <ul style="list-style-type: none"> <li>• Repeated vulgar language,</li> <li>• Nudity,</li> <li>• Extreme violence or degradation,</li> <li>• Graphic depiction of medical procedures.</li> </ul>	<p><input type="checkbox"/> <b>Yes:</b> This submission will air with on a late-night version of “Art Shorts”</p> <p><input type="checkbox"/> <b>No:</b> This submission will be included with regular “Art Shorts” programming</p>

**Completion of Segment Submitter Liability Form (on the back of this form) is required for your segment to be included on “MetroEast Art Shorts.”**

**Completion of the Web Permissions Form is recommended.**

Staff use only	Staff notes:
1st air date/episode #	
2 <sup>nd</sup> air date/episode #	
3 <sup>rd</sup> air date/episode #	
4 <sup>th</sup> air date/episode #	

**PRODUCER LIABILITY AGREEMENT & INDEMNIFICATION**

- A. Producer assumes all responsibility as producer, originator, author or distributor of any of producer's programming carried on the Public Access Channels of MetroEast Community Media or any other system on which the programming is carried. Producer agrees to indemnify MetroEast Community Media, the Mt. Hood Cable Regulatory Commission, Multnomah County, the City of Gresham, the City of Fairview, the City of Troutdale, the City of Wood Village, Comcast, Mt. Hood Community College and all of their respective boards of directors, and each of them, their officers, employees, and those of any other cable television system using producer's programming. The producer agrees to indemnify, hold harmless and defend the persons listed above and each of them from any liability, loss or damage, including reasonable attorney's fees and court costs either at the trial level or at the appellate level caused by or arising out of any material supplied by producer in connection with its utilization of the Community Access Channels, cablecasting equipment or producing equipment.
- B. Without limiting the generality of the foregoing, producer further agrees to indemnify, hold harmless and defend the above named individuals and organizations and each of them from any and all claims, damages, costs and liability of any nature whatsoever, including reasonable attorney's fees at the trial level and appellate level if suit or action is filed which may be imposed by reason of any claim that any material transmitted or disseminated by producer violates or infringes upon the rights, trade names, or the right of privacy of any other owner, licensor, copyright holder, writer, composer or other person, corporation, partnership or legal entity, or that said material constitutes libel or slander, and further that it does not violate the provisions or rules and prohibitions set forth by the FCC or any public regulatory agency established by statute, administrative rule or intergovernmental agreement.
- C. Producer agrees to defend all actions to which any indemnity stated herein applies and to conduct defense thereof at its expense and by its own counsel. MetroEast Community Media shall have the right to participate in such defense at producer's expense and by its own counsel and producer agrees that it will cause its counsel to cooperate with MetroEast Community Media.
- D. Producer individually and if applicable on behalf of all members of the organization of which producer is a member hereby releases MetroEast Community Media and its successors and assigns from any legal action, claims and demands whatsoever which the producer or its organization ever had, has and may have against MetroEast Community Media, its successors and assigns, including without limiting the generality of the foregoing any mistakes, omissions or interruptions in the cablecast.
- E. Producer agrees to comply with the requirements applicable to Public Access Channels set forth in the Cable Communications Service Franchise Agreement between Multnomah County, Gresham, Fairview, Troutdale, Wood Village and Comcast; the agreement between the Mt. Hood Cable Regulatory Commission and MetroEast Community Media, and specifically, but in limitation of the generality of the foregoing, producer agrees to comply with the rules adopted by MetroEast Community Media as stated in the *MetroEast Community Media Handbook*, which rules producer has read.
- F. Producer warrants and represents that the program does not contain:
  - 1) Any solicitation of funds or advertising of material designed to promote the sale of commercial products or services.
  - 2) Any material that is obscene, indecent, or an invasion of privacy.
  - 3) Any material concerning lottery information, gift enterprise, or similar scheme.
  - 4) Any material requiring union residual, or other payment including but not limited to talent and crew unless those payments have been executed or waived.
  - 5) Any material that is slanderous, libelous or made unlawful by any law instituted by a governmental body.
  - 6) Any material that is copyrighted or subject to ownership or royalty rights without necessary releases, licenses, or other permission.
- G. If any material included in the program is copyrighted or subject to ownership or royalty rights, union residuals, or other payment, producer will obtain all necessary permission, releases licenses and make all necessary payments to authorize cablecasting of any such material.
- H. Producer releases MetroEast Community Media, its directors and officers, agents and employees from all liability if the program is damaged, lost or stolen while in their custody.
- I. This liability and indemnification extends to programs and program material which producer submits to MetroEast Community Media for cablecast whether or not such material is produced in whole or in part by the use of MetroEast Community Media facilities.

**Submission Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Producer Name:** \_\_\_\_\_ **\*Signature:** \_\_\_\_\_

(or name of person submitting program)

(Submitter/producer agrees with above terms)

**\*Submitters/producers under the age of 18 must have signature of a parent/guardian**

**Policy Regarding Disclosure of Information About Programming Appearing on the Community Access Network**

The Community Access Network (CAN) is a regionally programmed channel seen on cable systems throughout the Portland/Vancouver metropolitan area. (CAN is seen on channel 11 on the Comcast cable system—the channel may vary in other cable systems.) Programming on the CAN channel is subject to the local rules and regulations of each individual cable television franchise area where CAN programming appears. These rules and regulations apply to all programs regardless of where the program originates. Producers submitting programming for cablecast on CAN are thereby subject to the rules and regulations of all cable franchise areas carrying CAN programming. Access centers submitting programming on the CAN channel will make the name, address and phone number of producers available upon request to any other participating access center. The access center requesting the information is then free to disseminate that information in accordance with their particular policies. Since some centers provide this information to the public upon request, a producer's name, address and telephone number may be made available to any member of the public at any time.

**Check here if you do *not* want your program to be scheduled on the Community Access Network**

## **“MetroEast Art Shorts” Web Permissions Form**

Each producer who makes a submission to “Art Shorts” can be featured on our interactive web page, [www.myspace.com/art\\_shorts](http://www.myspace.com/art_shorts). The MetroEast Arts Advisory Committee developed this page to create an online network of film and video artists. As a featured artist you can have an “Art Shorts” submission displayed as streaming video, and your answers to the Q&A below featured in a blog. We can also post links to your videos and personal web site(s), allowing our ever-expanding network of producers and friends to see your work around the world. You can also use this site to develop your own network of friends and artists.

1. Would you like to be added to the “Art Shorts” artists’ network? \_\_\_\_ Yes \_\_\_\_ No
2. Do you have your own MySpace page? (This is NOT required) \_\_\_\_ Yes \_\_\_\_ No
  - a. If YES, please list your URL: \_\_\_\_\_
  - b. If NO, feel free to contact the Arts Advisory Committee to learn about starting one (503-667-8848 ext. 300 or [artshorts@metroeast.org](mailto:artshorts@metroeast.org))
3. Would you like to be featured on the “Art Shorts” interactive web site? \_\_\_\_ Yes \_\_\_\_ No
  - a. If YES, please complete Question 4 and the Producer Q&A.
  - b. If NO, please sign this form and turn it in with your packet.
4. Is your “Art Shorts” submission video available on any web site? \_\_\_\_ Yes \_\_\_\_ No
  - a. If YES, please list the URL: \_\_\_\_\_
  - b. If NO, initial here to have MetroEast stream your video and post it online \_\_\_\_\_

### **Producer Q&A** *(Use extra paper as needed)*

Name: \_\_\_\_\_ City: \_\_\_\_\_ Video Title: \_\_\_\_\_

What was your goal with the project? \_\_\_\_\_

What was most fun/interesting about your production? \_\_\_\_\_

What was most challenging about the production? \_\_\_\_\_

Other creative projects: \_\_\_\_\_

Links you’d like us to post related to your work: \_\_\_\_\_

Please name *one* movie, TV show, book, album *or* video game that influenced your work on this project: \_\_\_\_\_

Would you like to include a photo with your Q&A? \_\_\_\_ Yes \_\_\_\_ No

If YES, please e-mail it to [artshorts@metroeast.org](mailto:artshorts@metroeast.org). If you would like us to use a photo from your MySpace page, please indicate its location: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## ***“MetroEast Art Shorts” Checklist***

- ❑ My submission is 15 minutes or less with title and credits.
- ❑ My submission is in DV Cam, Mini DV, DVD, or Super VHS format.
- ❑ I am including copies of all applicable permissions (talent release, location releases, copyright permissions, etc.)
- ❑ The content of this submission is appropriate for “MetroEast Art Shorts.” (See the guidelines sheet)
- ❑ I have read the enclosed welcome sheet and guidelines.
- ❑ I am including a submission form, completed on both sides.
- ❑ People involved in my production are aware of the guidelines that apply to them.
- ❑ (Optional) I am including a completed Web Permissions form.
- ❑ (Optional) To air my submission as an individual filler program on MetroEast channels, I am including a completed Single Program Cablecast Request form.



**Questions? Contact the  
MetroEast Art Committee  
829 NE Eighth Street  
Gresham, OR 97030  
(503) 667-8848 Ext. 300**