

**Roselle Park Public Access TV**  
**110 East Westfield Ave**  
**Roselle Park, NJ 07204**  
[tv@roselleparktv.net](mailto:tv@roselleparktv.net)

**Guidelines for Submitting Public Access Media to RPTV for Broadcast**

Rules

1. RPTV shall air programs pertinent to the Roselle Park community.
2. Commercial or for profit programming or advertisements are prohibited.
3. Programs shall not consist of advertising, promotion of a particular commercial interest, or be produced as a profit-making venture.
4. Solicitation on behalf of any individual or organization (business, civic or other) is prohibited.
5. Any solicitation or appeals for funds are prohibited.
6. Advertisement by or on behalf of officially announced candidates for public office are prohibited.
7. Any material that is libelous, slanderous or an unlawful invasion of privacy are prohibited.
8. Airing of obscene or indecent material is prohibited.
9. The direct or indirect presentation of lottery information, gambling, or games of chance are prohibited.
10. Airing of prices on content are prohibited (example. donation or ticket prices on ads, in videos or flyers).
11. Local programming only, rebroadcast of movies or television are prohibited (except for Borough sponsored special programming or emergency rebroadcast).
12. Unauthorized copied works or copyrighted material are prohibited. (You must own or have the usage rights of any images, videos, clipart, audio clips or music).
13. FCC (Federal Communications Commission) and other federal and state regulations regarding copyright, obscenity, and privacy shall be adhered to. The Borough may enact additional ordinances governing use and operations of RPTV and its facilities.

14. Borough-owned equipment and RPTV facilities shall only be used by qualified RPTV Production Team members as determined by the Broadcast Technician.
15. Borough-owned Equipment may only be used for the recording of approved events.
16. Borough-owned equipment shall not be available for use by the general public.

#### Content Submission:

All programming entries (see list below) **must be submitted and have a deadline of (1) Month (30 Days) before air date.** If it does not meet that requirement the submission will be rejected. That gives the RPTV staff ample time to prepare the submission for broadcast; this includes artwork, edits and uploading to the equipment. All entries will run up to a maximum of (3) three weeks. Entries are on a 1<sup>st</sup> come first serve basis and will run if space is available on the RPTV schedule.

There are three types of programming that can be submitted to the community access TV station for submission review:

1. Calendar Entry (event description & date)
2. Bulletin Board (a flyer or text document)
3. Video Media (an actual video)

## Bulletin Board

### Accepted Formats:

Microsoft Word. (Up to 60 Words Text - Landscape only)\*\*\***No Portrait** (see example)

PDF's (Up to 60 Words Text - Landscape only)\*\*\*\*\***No Portrait** (see example)

Images of Flyers .jpg (Up to 60 Words Text-Landscape only)\*\*\*\*\***No Portrait** (see example)

Accepted example: (This flyer has 48 words)

(Example Landscape)



**Do not send a flyer that looks like this:**

(Example Portrait)



## Calendar

Date / Time / Day / Address or Location / Description of Event **(no more than 20 words)**

Accepted Formats:

Plain Text: in the form of email, text or Microsoft Word.

Note

**No pdf's or Flyers Accepted (Flyers and .pdf's will be rejected)**

**Image formats are not accepted. (This is so, RPTV Staff can direct copy info to limit transcribing errors).**

## Video

Accepted Format

**.MPG-2 (the file will need to look like this: sample.mpg not sample.mpeg)**

**(Resolution: 720x480, Bit rate: 10000 kbps, Frame rate: 25 fps, Audio encoder: mpeg-2, Audio channel: 2, Audio sample rate: 44100 hz, Audio bit rate: 128 kbps)**

**Video Length: Maximum 1 Hour, Schedule Permitting**

Note:

**We do not accept: MPEG4, WMV, AVI, MOV, F4V, MKV, WEBM**

Authorization

By submitting any material to the Roselle Park Community Access TV, you give; the Borough of Roselle Park permission to broadcast & share it with the public, over TV, Internet, publications and other forms of media. You also understand you may only submit material that you own or have the usage rights/permission to use. You must not use any media (images, video, video clips, audio, audio clips, music, or clip art) from any source that you do not own or have permissions.

## Ready for Submission

All Bulletin Board and Calendar Submissions can be sent via email to:

[tv@roselleparktv.net](mailto:tv@roselleparktv.net) (following the above rules, guidelines and formats)

All Video Submissions will need a prior approval so we can give you access to upload location. The request for video approval can also be sent to [tv@roselleparktv.net](mailto:tv@roselleparktv.net)