

Operational Note, B.

WEEKLY PROGRAMMING – General Practice for PEG Channels

Public, Education & Government channels are equally treated. No one program is more important than the other. Our broadcasting capability is 3 channels; 1st channel: Public and Education (Comcast channel 8 & Verizon Channel 37); 2nd Channel: Government (Comcast channel 9 & Verizon Channel 38); 3rd channel; (CBB) Character Bulletin Board which supply a service to the Town by broadcasting public service announcements, local weather reports and town board information. The PSAs and board information have to be from a non-profit organization to appear on the CBB. (Comcast channel 22 & Verizon Channel 39) These channel announcements also will play on the other 2 stations periodically in between programming. They give important information to those who are viewing our channel and act as filler until the next program plays.

Volunteer's that are trained at our station can produce any program they would like to create; except for pornography. This rule is the bible for Access stations, it is mandated by the government (FCC). The Board of Selectmen has mandated WayCAM to keep 2 years of Government programs in storage.

- If any PEG program is time sensitive, we will change the scheduling for that program; It is the producer's responsibility to let us know if that is needed.
- If program is no longer relevant we delete that program from our schedule.
- Government meetings are kept in our playback for 2 months then we delete them.
- Government meetings are kept on our website under on demand, for 6 months. year.
- Our policy is to guide us to get Government programming up on our on demand within 3-5 days of the meeting.

Weekly Programming:

*Programs are scheduled for morning to early afternoon hours then repeat on a loop.

*We try to do the same with the Government channel but meetings are much longer and we also have the live meetings in the nighttime hours, which change weekly.

*Afternoon programs are not scheduled due to the use of the broadcasting equipment for editing the monthly programs.

*New programs are played first and then the rotation begins until another program is created by that series. The process repeats itself until we play through our library.

*We never destroy a program entirely. We keep the originals on DVD for purchase.

WayCAM Channel Breakdown:

Public and Education Channel: (Includes live School Committee Meetings)

Monday and Wednesday: Concerts

Tuesday and Sunday: Education and Community shows, bicycle footage

Thursday: Student films, School Special Events (Stage Performances, Graduations)

Friday and Saturday: Sports, Sports Awards

Government Channel: (All live meetings – excluding School Committee)

Monday and Saturday: School Committee Meetings

Tuesday, Wednesday, and Thursday: Other Meetings (Planning Board, Recreation Commission, Audit Committee, Public Works, Finance Committee, etc.)
Friday and Sunday: Board of Selectmen