



SUBMITTING A PROGRAM TO WVIA

WVIA is dedicated to our mission of providing a public service to our viewers. To that end, we believe that our programming should seek to enrich the communities we serve by highlighting diverse cultures and stories. Program topics should be interesting to a wide audience and be of a high caliber throughout all elements of the production, with a well-crafted storyline, strong visuals, and a clear purpose.

The acceptance or rejection of any of all program submissions are solely at the discretion of WVIA. We regret that we cannot offer detailed feedback on every submission received.

Programs may be submitted to WVIA Programming Services.
Submissions should be emailed to:

Joe Joyce
WVIA Director of
Programming
joejoyce@wvia.org

Specific questions regarding submission may be directed to WVIA Programing Department at 570-602-1141.

WVIA Program Submission Process

- Complete a Program Submission Form
- Include a link of the program for screening
- Email the Submission Form & Link to: joejoyce@wvia.org

In event the Program Submission is accepted by WVIA, The producer will be required to provide the following:

- A signed Appearance Release (form) by individuals who were interviewed or appeared in the program.
- Licensing Agreements for any archival assets that were used in the program. The licensing agreements must include broadcast and online rights.
ie. video and or film clips, photos, newspaper clippings etc.
- Licensing Agreements for any music that was used in the program. The licensing agreements must include broadcast and online rights.
- A closed caption air master file of the program.
The file encoding specifications:
XDCAM with and MXF wrapper with an embedded captioning file. 1920 x 1080i, Frame Rate : 29:97
- Errors & Omissions Insurance: The producer must provide documentation. The limit of liability must be no less than \$1,000,000 for each occurrence and \$3,000,000 in the aggregate, with a deductible no greater than \$10,000.
- Program timings should conform to standard PBS lengths:
30 minute footprint -- 26:46
60 minute footprint -- 56:46

Program Promo: The producer is required to provide a :25/:05 promo of the program.

WVIA PROGRAM SUBMISSION RELEASE FORM

Enclosed is a submission by _____ ("Submitter") of
a _____ entitled _____ (the "Material(s)") for review by WVIA.

All references herein to WVIA shall include WVIA directors, officers, agents, employees, consultants, lessees, licensees, successors and assigns.

Submitter acknowledges as follows:

1. Submitter understands and agrees that WVIA does not undertake to consider the Material in confidence and that WVIA must disclose the Material to various employees, and possibly even to those outside WVIA's employ, to evaluate the Material. It is understood that no confidential relationship is entered into by reason of WVIA's consideration of the Materials or by reason of discussions at any time between WVIA and Submitter with respect thereto.
2. WVIA shall not be obligated to further consider the Material or to negotiate with or enter into an agreement with Submitter pertaining to the Material, otherwise.
3. Submitter has retained a copy of the Material and agrees that WVIA shall not have any obligation to return the submitted copy of the Material and that WVIA shall be under no obligation for any loss or damage to such copy.

AGREED &
ACCEPTED
SUBMITTER:

Print Name _____ Title: _____

Signature: _____ Date: _____

Company Name: _____

Address: _____

Telephone #: _____ Fax #: _____

Email: _____