

Hope Channel Network Operations Manual

Update 5.0
Revised May, 2012
Previously HC Programming & Production Policies
From update 4.0



Introduction...

Welcome to the Hope Channel Network Operations Manual!

We are very glad that *you* are a part of the Hope Channel Network.

When we began preparing the first version of this document in 2002 we had only two channels (Portuguese and English) in the Network. We have gone through several revisions to accommodate our rapid growth. Currently we operate 13 satellite channels, several Internet based channels and more satellite channels are developing. This growth is a testimony of God's abundant blessing and His providential guidance for which we give heartfelt thanks!

This document is the foundation for operation of the Hope Channel Network.

Our goal as a network is to develop and strengthen the global Hope Channel brand while we serve the diversity of our respective channel's primary cultures.

Our vision is to be the premier global Christian lifestyle television network with both high quality programming and the widest distribution.

We want everyone everywhere to both see and hear the unique end-time message God has to prepare the world for the second coming of Jesus Christ. We must be available on every technical platform where people watch television and video, and provide pathways for them to learn and interact in the most convenient ways.

We need to support each other for individual professional and media center identity, and yet protect and grow the global brand of Hope Channel. We want viewers to transfer the value of one channel to other Hope Channels and gain the global perspective of God's end-time worldwide movement.

Hope Channel has a very clear mission—to be a window to the world sharing a practical 'Face of Hope' as revealed in the Bible and demonstrated in the lives of God's people scattered around the globe.

This document spells out the key concepts guiding the network. As usual this document is in development. We plan to add more chapters in coming months. We welcome your suggestions. Please share this document with your production teams.

We are anxious to assist in the production of Adventist programming that reflects the diversity of nations and cultures comprising the Adventist Church and also demonstrates the message of Hope we bring to the world.

God bless and I look forward to your comments and suggestions.

Brad Thorp, President
Hope Channel Inc.
February 2011

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HOPE CHANNEL Programming Principles

HOPE CHANNEL Target Audience:

Television target audience is typically defined by age, economic, educational, racial, cultural and possibly geographic characteristics. For Hope Channel, with its global spiritual mission, our target audience includes many of these characteristics. However, Hope Channel's primary defining characteristic is psychographic. *Hope Channel defines its target audience as all who recognize the spiritual dimension of their lives and are seeking to grow in spiritual understanding. It includes all who are "spiritually sensitive," with the goal of leading them to become passionate disciples of Jesus Christ.*

Hope Channel Aims To:

1. Communicate hope by focusing on the life that is complete in Jesus Christ.
2. Present the distinctive message and beliefs of the Seventh- day Adventist Church.
3. Reach people receptive to spiritual values and help them mature in their faith.
4. Attract diverse age and cultural groups by encouraging development of programming with a variety of emphases.¹
5. Provide in the mix of its programming an attractive window on the global Seventh-day Adventist Church.
6. Create programming that encourages viewers to attend local Adventist churches.
7. Produce programming that reflects the Adventist Church's strategic values of Quality of Life, Unity, Growth and Revival through the Bible.
8. Integrate its programming with the major evangelistic and discipling initiatives of the world church.
9. Encourage Adventist entities and producers to create new programming.
10. Produce flagship programs that reinforce the network's identity.
11. Create a unique identity and brand for the network

¹ *Because secular, post-modern individuals have an existential basis of authority, the key to HOPE CHANNEL evangelism for secular individuals will be in demonstrating the Adventist message. Apologetics plays a vital role in providing a supporting intellectual foundation to substantiate faith.*

HOPE CHANNEL Identity and Brand

The brand an organization carries is not a name, logo, word or statement. It is not the message of one single program or spot advertisement. *It is the over-all impression or story communicated by that organization in its total communication.*

- A. Based on the HOPE CHANNEL Programming Principles, the following characteristics describe the HOPE CHANNEL identity and the brand HOPE CHANNEL intends to establish.

HOPE CHANNEL will:

1. Communicate **hope**.
2. Communicate **optimism and joy**.
3. Communicate a **positive, pro-active perspective to life**.
4. Be **realistic, practical and authentic**.
5. Be **inspirational, informational and educational**.
6. Challenge its viewers to grow by making a **commitment to Christ as personal Savior**.
7. Be **uplifting and appropriately entertaining**.
8. Communicate a **global perspective**.
9. Lead individuals to **worship**.
10. Be **culturally sensitive and socially relevant**.

- B. Major elements that will be developed to create the identity and brand of HOPE CHANNEL and the Hope Channels are:

1. Individual programs.
2. Programming mix.
3. The name and/or logo of “Hope Channel” featured in set design.
4. Design components, such as colors and templates.
5. Themes, such as “The Family of God.”
6. Advertising spots.
7. Featured personalities.
8. Featured programs.
9. Hope Channel Flagship programs.
10. “Behind the Scenes” reports.
11. “Last Mile” Hope Channel distribution.
12. Partnerships with other entities and their promotion of Hope Channel.
13. HOPE CHANNEL programming available for rebroadcast on other networks.
14. Marketing and development materials.
15. Programs featuring Hope Channel personalities hosting or participating in unique programs produced by HOPE CHANNEL.

C. HOPE CHANNEL will adopt major identity themes or initiatives reflecting the values and priorities of the world Adventist Church. These themes will enhance Hope Channel identity.

D. Ways the identity and brand of HOPE CHANNEL and the Hope Channel will be established:

1. Different channels serving various regional footprints.
2. The Hope Channel “logo/bug” with the appropriate Hope Channel name common to all channels and featured in channel identity spots.
3. Establishment of a contextualized identity for each channel.
4. Development of felt-need programming to reach target audiences.
5. Consistency in artistic treatment, such as channel ID spots.
6. Development and emphasis of identity themes.
7. Use of spot advertising
8. Programs featuring leaders, offices, entities, and departments of the Seventh-day Adventist church’s world headquarters.
9. Reports of the development of the world Adventist church.

HOPE CHANNEL Program Policies

Programming provided to HOPE CHANNEL for broadcasting must comply with the following policies and the guidelines of “The HOPE CHANNEL Programming Availability and Exchange Policy.” (The last item in this document.)

1. **IDENTIFICATION:** The HOPE CHANNEL logo will be superimposed on the lower right side of the screen for all program broadcasting. Therefore, this area should be left clear of other logos or text.
2. **AUTHORIZATION FOR BROADCAST VIA HOPE CHANNEL:** HOPE CHANNEL retains the right to determine whether programming is appropriate for broadcast within the guidelines authorized by the HOPE CHANNEL Executive Committee and the General Conference of Seventh-day Adventists.
3. **APPEARANCE OF SETS, PROGRAMS AND TALENT:** By the entire appearance of our programs (sets, production elements, hosts, participants etc.) we want to create the most attractive and appealing programs possible. We encourage hosts and participants to be use attractive modest attire with good color selection and appealing design for television. At the same time, in keeping with our desire to reflect the beauty of Christ’s character in modesty and humility, our Hope Channel network standard is for hosts and participants representing the Seventh-day Adventist church to wear no jewelry or ornamentation including no large watches and brooches. Married participants may wear their wedding band as the church does not regard this as jewelry. Non-Adventist guests are encouraged to be modest in their dress and attire and may be invited to not wear jewelry. This standard is particularly important as customs vary from region to region and our broadcasts cover large footprints. Our goal is that personal appearance will not distract from the centrality of our mission to bring the gospel message to all people.
4. **SPONSORSHIP CREDIT:** When HOPE CHANNEL uses programming from another network, sponsorship identification and contact information for the producing network will be identified.
5. **PROGRAM INTEGRITY:** HOPE CHANNEL will broadcast entire programs from other organizations, or will consult and negotiate if only a portion of the program is selected for inclusion after consulting concerning time slot constraints.
6. **RELEASE FORM:** The program producers should provide a legal release document permitting HOPE CHANNEL to broadcast the program(s). In addition, written documents showing that copyright permission has been obtained must be provided to HOPE CHANNEL.
7. **RECOGNIZING THE OWNERSHIP OF PROGRAMMING FROM OTHER NETWORKS:** HOPE CHANNEL will require the express permission of the producing entity for programming exchanged with other broadcast networks.
8. **NON-SEVENTH-DAY ADVENTIST AUDIENCE:** Generally programming for replay on HOPE CHANNEL should be clearly understood by members of the public without any previous knowledge of Seventh-day Adventist beliefs.

9. **THEOLOGICAL CONTENT:** Theological content must be clearly in agreement with the theological position of the General Conference of the Seventh-day Adventist Church as outlined in the 28 Fundamentals Beliefs and other official General Conference documents.
10. **MUSIC:** Must be representative of the Seventh-day Adventist Church and must comply with the principles outlined by the General Conference of Seventh-day Adventists. Since the sight of drums is questionable to many, producers and directors are asked to eliminate or minimize the sight of drums in productions.
11. **LIFESTYLE STANDARDS:** HOPE CHANNEL Programming must reflect the lifestyle standards of the Seventh-day Adventist Church as outlined in the 28 Fundamental Beliefs.
12. **ADVERTISING CONTENT:** Any advertising content involving the sale of products or services must be submitted to HOPE CHANNEL for approval prior to programming being considered for release over HOPE CHANNEL.
13. **PROGRAM TAPES:** Program tapes or other media containing programming will be held indefinitely by HOPE CHANNEL and will be stored in an HOPE CHANNEL video vault. Program tapes and other media will not normally be returned to the program producers. Copies of the program can be made for producers, etc., at the request and expense of the producer.
14. **SPECIFIC PROGRAM CRITERIA:** Individual programs produced by HOPE CHANNEL or for HOPE CHANNEL may have their own program-specific production criteria which will need to be in harmony with HOPE CHANNEL programming and production policies.
15. **INTERNATIONAL PERSPECTIVE:** HOPE CHANNEL programming will be presented from an international perspective. The world Adventist Church does not endorse national or local politics. If national flags are displayed, particular national flags should not be featured, but seen as part of a larger flag display
16. **PROGRAMMING FROM OTHER CHRISTIAN SOURCES:** HOPE CHANNEL may use appropriate programming produced by other Christian entities.
17. **PROGRAMMING FOR DIVERSITY:** HOPE CHANNEL encourages the development of programming or channels with a variety of different cultural emphases.
17. **FUND RAISING:** Individuals or entities providing programming to HOPE CHANNEL will not make direct fund raising appeals on HOPE CHANNEL broadcasts. Contact information may be provided whereby viewers may contact the producers.
18. **SENSITIVITY AND RESPECT:** While proclaiming our distinctive message and mission, Hope Channel programming will be sensitive to others' world views, and not be demeaning and confrontational.

HOPE CHANNEL New Programming Proposal Policy

HOPE CHANNEL welcomes programming on a wide range of subjects. HOPE CHANNEL is mission driven and selects for broadcast programs which are in line with its mission and strategic plan.

Producers or individuals with available series, pilot programs, or program concepts which they would like to have appear on HOPE CHANNEL may submit these to Hope Channel for review. Pilots and program proposals must be accompanied by a signed submission release letter. Pilots and proposals submitted without this letter will not be reviewed. The submission release letter appears below, and a digital copy may be obtained by sending a request for one to info@hopetv.org, and typing "Attn: Program Acquisition" in the subject line.

Wherever production of a pilot show is feasible, this is the preferred submission format. Production and submission of a pilot will allow producers to receive feedback and make necessary improvements to the program before investing in an entire series.

HOPE CHANNEL has several ways of partnering with producers who wish to produce for the Hope Channels.

1. Hope Channel supports producers is by providing a mechanism for producers to raise funds and for individuals to donate for program projects. If producers present a programming concept based on the criteria listed below, and it is accepted by HOPE CHANNEL, we will provide a way for donors to contribute to that specific project. In this way donors receive a tax deductible receipt and 100% of the donation goes to the specific project.
2. Another way Hope Channel partners with producers is to produce selected, accepted program concepts through our Project Hope initiative. Under Project Hope, multiple series are produced at one time and in one location in association with a local conference or mission, thereby holding costs to a minimum. While the Project Hope model takes in mainly programs which can be produced in studio, and Project Hope initiatives take place on a limited basis, this does provide one possible way for certain program concepts to be developed.
3. Additionally, in cases where the local cost of living is low enough to stretch production dollars, where the proposed program would be shot entirely out of studio, and where a proposed program concept has been accepted, Hope Channel occasionally provides experienced producers with limited funding to help cover the cost of producing a series. Experienced producers who would like more information may call 301-680-5219 for more information, and may submit a program proposal together with a submission release letter and a resume to info@hopetv.org. Be sure to type "Program Acquisition" in the subject line.

Proposals will be presented to the HOPE CHANNEL Programming Committee. They will be evaluated using the following criteria, and should follow the format provided in the sample provided on the next page.

1. **STATEMENT OF PURPOSE:** The proposal will have a clear statement of purpose that describes the intent of the producer or production entity.
2. **TARGET AUDIENCE:** HOPE CHANNEL broadcasts will serve a wide range of audiences. Proposals will contain a clear description of the target audience the producer or production entity has in creating the program(s).
3. **FINANCIAL PLAN:** HOPE CHANNEL is actively looking for partners who will provide, free of cost to the church, programming in harmony with the objectives of the church. Programming proposals will contain a clear statement of any financial plan. If there is a request for an HOPE CHANNEL production subsidy, there will be a clear cost plan for the total production, showing the amount and use made of any requested HOPE CHANNEL subsidy.
4. **DESCRIPTION OF THE PROGRAM(S):** The proposal will contain a clear description (treatment) of the over-all program(s), and of each segment. The proposal will give a line-up for each program and how it relates to a season of programming.
5. **PARTICIPANTS:** The proposal will contain a list of the participants involved in each program.
6. **PRODUCTION INFORMATION:** Any programming provided to HOPE CHANNEL must meet HOPE CHANNEL production standards. The proposal will contain a description of relevant technical items such as length of each tape, number of “commercial” breaks, and production standard. (HOPE CHANNEL requires a minimum of mini DV Cam.)
7. **AFFILIATION/SPONSORSHIP:** No proposal will be accepted for programming that contains fund raising. The proposal will contain a clear statement as to what organization or denominational affiliation is sponsoring the production.
8. **PILOT:** If possible the proposal will contain a pilot program, a storyboard with visuals, or a sample program.
9. **LAUNCH DATE:** If the proposal is for new programming to be produced by the individual making the proposal, a production timeline must be provided, along with the proposed date for broadcast.
10. **RIGHT TO DECLINE:** HOPE CHANNEL reserves the right to decline proposals or to withdraw programming from broadcast.

Programs, proposals and pilot programs with Submission Release forms should be sent to:

Hope Channel
Program Acquisition
12501 Old Columbia Pike
Silver Spring, MD 20904-6600

or email: info@hopetv.org (In the subject line, type Attn: Program Acquisition)

SAMPLE Series Proposal: Parenting Program

(Proposed by Katherine Walton*)

June 1, 2009

Karen Suvankham 4/20/2010 4:02 PM

Comment [1]: This sample proposal is something I have added as potential producers really seem to understand a lot better after they see it.

Executive Summary:

This parenting program seeks to explore relevant topics challenging Christian parents today. The series to be anchored by an extroverted host/parent who understands and can present the issues in a humorous and engaging way. Each episode will feature a guest with parenting expertise or a specialist to objectively present the topic. The show will feature two different parents from various ethnic/social backgrounds as guests who come to share personal parenting challenges/questions, stories and principles gleaned from their responsibility as a parent. Each programme to conclude with Christ-centred practical suggestions and ideas on how parents can be successful and raise kids who can make a difference in society.

Target Audience: Parents

Financial Plan: Produced through Project Hope

Proposal Overview:

1. Pre-Production Tasks
2. Show Format
3. Potential Topics and Episodes

General Preproduction Tasks

1. Draft Production Budget (may need funding for)
2. Decide on the actual Series/Show Title
3. Possible Graphics
 - a. Title block (Train Up A Child)
 - b. "Next" block (Parenting in a Post Modern World)
 - c. Ad/trailer
4. Theme music
5. Pilot show
6. Select host/hosts. Work with HC for screen testing.
7. Have proposal approved by GC
8. Design sets/find someone to build sets and secure props etc.

Specific Preproduction Tasks, for each episode

1. Field camera production of short packages including voice-overs and editing
2. Find guests/parents who will be involved in each segment. Pre-interview first through a written survey and then personally interview to be sure their content is solid and they can communicate well.
3. Secure signed releases for all who appear on screen or in photos
4. Designate free offers, have elements produced, secure phone number through AIM, and secure call intake and order fulfillment through AIM.
5. Working schedule
6. Run sheet for each show

Show Format Draft 1-28:30

Time	Description/Comments	Notes
:30	Host's intro/Opening Video: Teaser, introduces the theme of the episode	Host in studio
:20	Title Block (Opener)	
8:00	<p>Segment 1 (Problem: presented by Host)</p> <ul style="list-style-type: none"> • Introduce the topic—"Terrible Twos" • Play a video of a mom trying to cope with a couple of kids in their "terrible twos" <p>Bring in guest to tell their story</p> <ul style="list-style-type: none"> • Introduction of Robb and Julia and their background. Stories from the challenges they faced, and how they were finally successful. <p>End to a question, like: "We've all heard of the 'terrible twos'. But does it have to be terrible, or is there something you can do?"</p> <p>Throw to break: "When we return, meet our guests, Rob and Julia, parents of six children, who say your family can experience the <i>terrific</i> twos!"</p>	
2:00	BREAK	
7:15	<p>Segment 2 (Principles and Application: Host, guest parents)</p> <ul style="list-style-type: none"> • Discussion of principles that serve as a foundation to terrific twos. • Discussion of two or three practical ways to apply each principle mentioned earlier • Discussion of how it will be applied differently based on your personality and the personality of your child, and the leading of the Holy Spirit <p>Throw to Break: "These are some wonderful timeless principles, but how can you put them into practice in a way that will transform from terrible to terrific? It's all up next on (Program Title)!"</p>	In-studio interview
2:00	BREAK	
8:00	<p>Segment 3 (Practicality: Host, guest expert and guest parents)</p> <ul style="list-style-type: none"> • Discussion of other ways you can get help if you're facing challenges in this area. • Mention of good resources on the topic. • Host offers free booklet <p>Host Recap: 1, 2, 3 Host's Extro: (Thanking parents, guests, experts, extro to camera)</p>	In-studio interview
:25	Credits/Ender	

SAMPLE Topics and Guests

	Topic/Principle	Guests
1	Begin With the End in Mind (Minister to the Whole Child)	
2	Understanding Your Child (Temperaments/Personality Types)	
3	Grace At Home (Positive Discipline & Respect)	
4	Relationship Bank Account (Create Balance-Put First Things First)	
5	Choosing Your Village (Mentors & Support Systems)	
6	Coping With Crisis (Trauma, Terminal Illness & Grief)	
7	Successful Single Parenting (Partnership with God)	
8	Growing Up Adventist (Faith Development & Family Worship)	
9	What We Believe (Communicating 7-Day Adventist Beliefs)	
10	Roadblocks to Embracing Faith (Addressing the Exodus of Older Youth)	
11	Inroads to Spiritualism (Raise Awareness of Post Modernism & Media)	
12	Train Up A Child – Arming Your Child (Prayer, Bible Study & True Worship)	
13	Train Up A Child – Spiritual Gifts (Evangelism, Ministry & Service)	
14	Train Up A Child – Character Development (Transformed Lives-Fruit of the Holy Spirit)	
15	Christian Dress & Deportment/Behavior (Self-Control/Moderation/Modesty)	
16	In the World and Not of the World (Positive vs. Negative Peer Pressure)	
17	Esteem Makeover (Developing A Good Self-Esteem in Children)	
18	Tweens? (Effective parenting during these critical years)	
19	Dating vs. Courtship (Useful Parenting Tips-Teens & College Age)	
20	Protecting Against Predators (How to Prevent and Address Abuse)	
21	Can Wisdom Be Taught? Wisdom vs. Knowledge (Helping Kids Develop Good Decision Making Skills)	
22	Money Matters (Teaching Kids Financial Management Principles)	
23	Beating the Homework Blues (Effective Teaching Methods to Make Homework Easy)	
24	How to Have Fun with Your Kids-Quality Time that Counts (Recreation/Vacations/Relaxation-More Than Just Hanging Out)	
25	Healthy Kids (Teach Kids to Eat Healthy)	
26	Being A Transparent Example/Role Model (Live the Life You Teach)	

PROGRAMMING CONCEPT SUBMISSION RELEASE

As you know, Hope Channel is engaged in the production of television programs for use in any and all forms of media. In this context, Hope Channel reviews various source ideas, stories, and suggestions. Such material may relate to format, theme, characters, treatments, and/or means of using a production once completed. In order to avoid misunderstandings, Hope Channel will not review or discuss ideas, scripts, treatments, formats or the like submitted to it on an unsolicited basis by persons not in its employ without first obtaining the agreement of the person submitting the material to the provisions of this form.

By signing this form and returning it to us, you hereby acknowledge and agree as follows:

1. You are submitting to Hope Channel the following material for its review:
2. You warrant that you are the sole owner and author of the above described material and that you have the full right and authorization to submit it to Hope Channel, free of any obligation to any third party.
3. You agree that any part of the submitted material which is not novel or original and not legally protected may be used by Hope Channel without any liability on its part to you and that nothing herein shall place Hope Channel in any different position with respect to such non-novel or original material by reason thereof.
4. Hope Channel shall not be under any obligation to you with respect to the submitted material except as may later be set forth in a fully executed written agreement between you and Hope Channel.
5. You realize that Hope Channel has had and will have access to and/or may independently create or have created ideas identical to the theme, plot, idea, format or other element of the material now being submitted by you and you agree that you will not be entitled to any compensation by reason of the use by Hope Channel of such similar or identical material.
6. You realize that Hope Channel does not provide remuneration or royalties for program concepts.

If, upon receipt of your material, it is clear to Hope Channel that the ideas proposed bear similarity to any program ideas that are already being planned or considered, you will be notified that your proposal will not be accepted as it would present a conflict.

AGREED TO AND ACCEPTED:

By:

Date:

Guidelines for Churches Seeking to Air Services on Hope Church Channel

HOPE CHANNEL seeks to share the best of the best of Adventist sermons via HOPE CHURCH CHANNEL. Churches with exceptional speakers who are interested in having their services appear on HOPE CHURCH CHANNEL may find the following guidelines helpful. Note that although these guidelines may make reference to the umbrella organization, “HOPE CHANNEL,” HOPE CHURCH CHANNEL is the channel on which the majority of approved sermons will be broadcast.

1. **Speaker:** Of first importance is having a pastor who has a gift for communicating Bible truths in a way that exceptionally compelling. The pastor must be able to commit to producing a minimum of 26 sermons. Only programs featuring the primary speaker should be sent to HOPE CHANNEL. Guest speakers should not appear on the program. The pastor will need to be sure to welcome the HOPE CHANNEL audience in each sermon and speak not only to his local members, but also to the cameras for the television viewers. The speaker must be aware that the viewing audience must be accommodated in the preaching. This is primarily a TV program and not a local church service that has been videotaped. Interaction directly with the camera is essential.
2. **Church Members:** Producing sermons for broadcast on television requires committed support from church members for production as a ministry since all that is involved in the production can be distracting or disruptive and may require changes to the format of the church service. The production will likely require the services of a number of volunteers who will need to be trained and who will need to be willing to assist on an ongoing basis.
3. **Experienced Producer:** For the project to be successful, the church must have a producer who knows how to produce broadcast quality programs. If no local members have this expertise, the church must secure the services of a professional who will be able to carry this role. While the majority of the staff can consist of lightly trained individuals, if there is not a key person with proven TV experience, the probability of the program meeting HOPE CHANNEL standards is possible, but not probable.
4. **Program Length:** HOPE CHANNEL airs programs that are either 28:30 or 58:30 in length. These lengths include the opening title block, the sermon itself, and the credits at the end. Pastors whose sermons appear on television usually have a countdown clock in their line of sight and they time their messages to end exactly at the time that the clock runs out. It is possible to edit sermons down to a shorter time, but this can be quite time consuming, and is less than optimal since it usually means that someone other than the pastor decides what gets cut out of his sermon. Programs must meet length requirements. HOPE CHANNEL may reject an otherwise acceptable program if the length is not correct.
5. **Music:** Due to difficulties associated with copyrights, music must not be included in the program. This includes special music with or without a track.
6. **Title Block and Credits:** Programs should have a professionally produced title block (program opener) and credits. Title blocks should not be too long—thirty seconds usually works well. Music used for the title block and credits must be royalty free, and all permissions for use must be secured and kept on file. The local church must provide proof that any music used for the open and/or close is free from copyright restraints.

7. **Staging:** In preparation for taping, the church may wish to secure the assistance of an architect, set designer or interior designer in preparing the platform and backdrop to ensure that it will be television friendly. This includes the following:
 - a. Ensure that the area is free of clutter such as wires, microphone stands, choir risers or chairs, plants, wall-mounted speakers and boards listing hymn numbers.
 - b. Update the look and color of the carpet, walls, and furniture. White walls and dark wood walls are particularly problematic for television, as are curtains. Medium light, warm colors usually complement a range of skin tones and work well for television. Wide, empty walls should be broken up at least with attractive banners, but preferably with strong architectural features. Carpets should not be bright or distracting.
 - c. If PowerPoint slides are regularly used in sermons, slide screens should be tastefully incorporated into the architecture. A motorized screen that comes down for the sermon may not be attractive on television. Churches that intend to use slides should work with an architect or interior designer to incorporate slide screens into the design of the stage area or backdrop.

The ultimate goal in staging is for the platform area to look pleasing to the eye, while not distracting from the speaker. Bear in mind that the TV camera does not see the way the human eye does. There must be restraint in the use of loud or primary colors. Blues and earth tones normally work well.

8. **Slides:** Graphics can enhance the presentation considerably, but must comply with the guidelines in the section below called “Guidelines for Preparing Presentation Graphics for Televised Sermons using Programs such as PowerPoint.”
9. **Lighting:** Lighting values should be consistent across the stage. Lighting should complement the speaker’s face and add depth and dimension for the camera. There should be no hard shadows. Banners or other features on the backdrop should also have their own accent lighting. The congregation also needs to be sufficiently lit so that audience shots come out well. Most local church programs fail seriously in regard to lighting. The proper use and setup of broadcast quality TV lighting is a difficult and exhaustive subject. HOPE CHANNEL strongly recommends hiring a professional TV lighting consultant.
10. **Sound:** The audio must be clear and distinct. The speaker’s voice must be clearly heard and have good “presence.” There should be no underlying noise such as humming, air conditioning sound, or excessive noise from the congregation. Good broadcast audio is essential.
11. **Cameras:** Churches will need a minimum of three cameras. Cameras on the speaker should be placed at the same level as the speaker so that they do not look up or down on the main talent. At least one camera should get cutaway shots of members of the audience, including close-ups.
12. **Editing:** In editing, the places where the speaker stammers or pauses should be removed or shortened. If the speaker walks out of the shot or the camera jiggles or someone from the audience walks between the camera and the speaker, these clips should be replaced with video from other cameras. Audience shots in which people are doing distracting things should not be used. Edits should not be rough or overly noticeable.

13. **Technical Specifications:** All programs aired on HOPE CHANNEL must meet basic SMPTE standards for both audio and video quality. The cameras must be properly set up with good exposure, color balance, and focus. The audio must be within acceptable limits for loudness and clarity. The lowest quality format for any program airing on HOPE CHANNEL is DV25 (such as MiniDV, DVCam and DVCPro 25) for digital and BetaSP for analogue. HOPE CHANNEL will not accept programs in the VHS or DVD format.
14. **Pilot Program:** Before producing several months' worth of programs only to discover HOPE CHANNEL will not air them due to technical issues, it is strongly recommended that the local church produce a single pilot program and submit this to the network for review. HOPE CHANNEL will look at the program and either approve it for air, or make suggestions for improvement. To have a sermon considered for broadcast on HOPE CHURCH CHANNEL, send a pilot program on DVD to:

HOPE CHANNEL
Program Acquisition
12501 Old Columbia Pike
Silver Spring, MD 20904-6600

It is not possible for HOPE CHANNEL or any of its networks to air services from all churches seeking the opportunity. HOPE CHANNEL reserves the right to decline programs for broadcast.

15. **Delivery:** It may not always be feasible to produce a sermon every Sabbath—the pastor may need to be away, or technical problems can delay completion of programs. For this reason, it is important to produce a number of programs in advance of the broadcast start date. The more programs completed in advance, the better. Thirteen programs, one program for each week of a quarter, is the minimum number that a church must deliver in advance in order to begin airing on HOPE CHANNEL, and then the church must be prepared to continue producing additional programs on a weekly basis at least until 26 episodes have been completed. Shows approved for broadcast on HOPE CHURCH CHANNEL may be delivered on broadcast-quality tape such as DVCAM or Beta SP, or may be sent by electronic means to:

HOPE CHANNEL
Scheduling and Traffic Department
Adventist Media Center
101 West Cochran Street
Simi Valley, CA 93065

Telephone: 1(805) 955-7777

Send shipment tracking number information to: Traffic@HopeTV.org (NOTE: Only emails concerning programming traffic and shipment tracking numbers will be answered at this email address.)

HOPE CHANNEL will not accept collect shipments.

It is also possible to send programs via FTP—see details under the Technical Requirements section.

Programs submitted as computer files must contain only program material—no bars and tone, slate, countdown or leading and trailing black should be used. Programs submitted on tape must contain one minute of bars and tone, a slate with the name of the program and the length, and at least 30 seconds of black trailing the program.

Audio and video levels must be correct as HOPE CHANNEL is unable to make adjustments during the transcoding process.

Guidelines for Preparing Presentation Graphics for Televised Sermons using Programs such as PowerPoint

The process for creating graphics for airing on television is substantially different from the process used for creating graphics for a sermon or a meeting. Television graphics should be sparingly used and should serve to mark points of special significance for the home viewer. For example, if the topic being addressed has three major points which need to be especially emphasized, then having one graphic for each point that is aired when one of those points is mentioned would be a good use of graphics. Having Bible texts as graphics also works well, but if the sermon includes many verses, the speaker will need to resist the urge to have a graphic for each one and should, instead, only highlight the most important verses with graphics. Using too many graphics becomes boring to the viewer. No more than one graphic every three or four minutes of air time is a good rule of thumb.

USING ARTWORK ON GRAPHICS:

1. Written permission must be secured before using any artwork that the speaker did not personally create. In other words, permission must be secured from the artist or the owner of the art before it can be used. If artwork is purchased, it should have copyright clearance for international broadcasting and online streaming. Images lifted from a book, magazine, or the Internet may not be used. Even if the speaker or church has secured permission to use artwork for a presentation to a church audience, this does not mean that the artwork may be used for television. Separate written permission must be secured for television for each image used.
2. The artwork should simply, and in a straightforward manner, explain the speaker's point succinctly.
3. Artwork should not be added unless it fits what the speaker is talking about.

USING VIDEO:

Video clips may not be used without securing written permission of the person or entity that produced and/or owns them and of the people who appear in the clips. Copyrighted video may not be used without the permission of the copyright holders. If all permissions have been secured, the video will need to meet all appropriate broadcast standards for exposure, color balance, and sound. To maintain HOPE CHANNEL'S broadcast standards, it is best if the video is shot and produced by someone with professional broadcast experience.

PREPARING SLIDES/GRAPHICS:

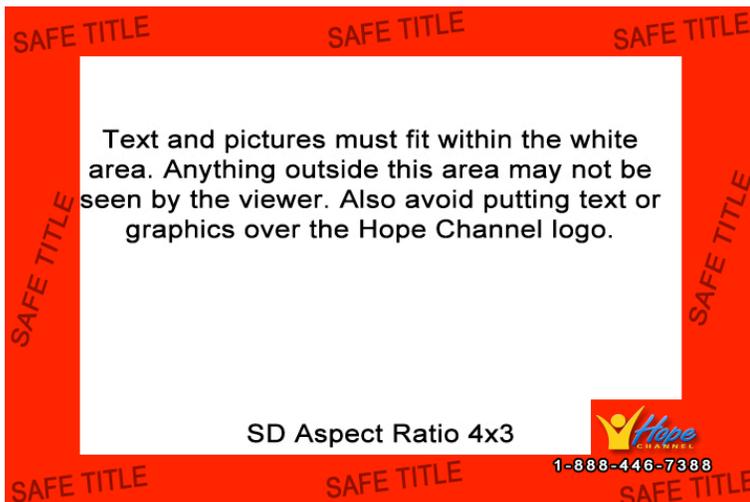
1. Animations should not be used.
Animations greatly complicate the productions and, besides, the animations on PowerPoint are not that smooth anyway.
2. All graphics must be in "Broadcast" colors.
Computer graphics are brighter and have more color saturation than TV. Whites should be muted to a light gray, and highly saturated colors, especially red, should be avoided. Running the backgrounds through Photoshop's "broadcast colors" filter will usually eliminate this problem.

3. All writing should be put in the center 80% of the screen—the “Safe Title” area—see sample graphics on the next page.
Unlike a computer screen, a TV screen does not show all of the screen to the home viewer. If words or important graphics are placed too close to the edge of the screen, the home viewer will not be able to view it and the words or artwork will run over the edge of their screen.
4. No more than six lines of text should appear on any page
The viewer will only have so long to read it. Too many lines of texts clutter the graphic and discourage the viewer from following along.
5. Fonts should not be smaller than 24 for standard definition and 30 for high definition.
Lettering smaller than this can be difficult to read on smaller TV sets. Sans serif fonts are easiest to read. Avoid the use of fancy fonts or a mixture of fonts on a single graphic.
6. Only one point should be used per page unless the points are added progressively
The viewer will get confused and will not be able to follow a lengthy chain of information unless it is simply broken up for them. Keep the information simple and build one thought upon another by adding lines of text progressively as they are mentioned.
7. Graphics should be strong and bold.
Simple composition and ideas directly stated work best for TV.
8. What the speaker says and what the viewer reads on the graphic should match word for word.
For example, if the graphic is in King James, then the speaker should read from the King James and not, say, the NIV. It is confusing to the viewer when the text says one thing and the speaker says something different.
9. Graphics must be scaled to the same size as the image the cameras are making.
Generally this will be 480 pixels for SD and either 720 or 1080 for HD depending upon formats.
10. Graphics should be checked for grammatical or spelling errors.
11. There will be a HOPE CHANNEL graphic in the lower-right corner when your program is broadcast. Please leave this corner free of words to avoid interference.

16:9 Sample Graphic:



4:3 Sample Graphic:



HOPE CHANNEL Program Tape

Technical Requirements

1. **PICTURE AND SOUND QUALITY:** Picture and sound are to be of professional quality.
 - a. Lighting should be adequate to create a clean, clear video picture. This generally requires multiple lights to provide for key, fill and back lighting.
 - b. Color balance should be correctly set for the type of lighting used.
 - c. Camera lenses need to be correctly adjusted and properly focused to provide clear, sharp video pictures.
 - d. If multiple cameras are used, the cameras need to be accurately matched together to provide continuity between the quality of the video scenes.
 - e. Audio content should be clearly and professionally recorded without distortion and undue noise.
 - f. Microphone placement should be as close as possible to the talent to obtain the clearest possible recording of the sound.
 - g. In general, minimum quality acceptable will be mini DVcam (No VHS or DVD).

2. **SAFE TITLE AREA AND HOPE CHANNEL LOGO AREA:** All programming provided to HOPE CHANNEL should have all supers and graphics with words, numbers and letters appear inside the standard “TV safe title area.” The HOPE CHANNEL logo will be superimposed on the lower right hand side of the screen for all program broadcasting. Therefore all programming that is provided to HOPE CHANNEL for broadcasting must be clear of any graphic material and supers in the lower right corner of the picture.

Live HOPE CHANNEL Hope Channel programming will have a “Hope Channel Live” bug displayed in the top left corner.

3. **PROGRAM LENGTH(S):** It is very important that programs be exactly the lengths listed here (i.e., 28:30:00). Please do not provide programs that are one second longer or shorter. Acceptable program lengths are as follows:
 - a. 28 min 30 sec
 - b. 58 min 30 sec
 - c. 1 hr 28 min 30 sec
 - d. 1 hr 58 min 30 sec
 - e. 2 hrs 28 min 30 sec

4. **FORMAT AND “COMMERCIAL” SPOT SPACE:** The format of non preaching programs developed for the Hope Channels will include two, two minute “commercial” space spots in every 28 min 30 second program. Do not imbed spots in your programs. If you wish spots to be played, supply them separately and they will be included at the time of broadcast. Spot breaks should be filled with black video with no sound. Preaching programs do not normally include spot breaks, but run without interruption Producers are invited to provide to HOPE CHANNEL spot advertising promoting their programming.

5. **“COMMERCIAL” OR PROMOTION LENGTH(S):** Commercials accepted for Hope Channel broadcast will be exactly the following lengths (and not one frame more or less):
- a. 30 seconds
 - b. 60 seconds
 - c. 90 seconds
 - d. 120 seconds
6. **OPENING TITLE BLOCK SEQUENCE:** Most programs commence with an opening sequence, a title block involving music, titles, various scenes or graphics, and a narrator. This sequence is inserted at the start of the program or soon after the program commences and serves as an identification of the program for the viewing audience. Often the title block is 00:30 seconds but may be shorter or longer depending on the creative aspect of the program.
7. **CLOSING END CREDITS SEQUENCE:** Most programs conclude with a closing sequence that lists the technical and creative teams involved with the production of the program. These names and positions are usually superimposed on the screen over various scenes with music played under.
8. **PROGRAM TAPE LABEL INFORMATION:** Program tape labels must include:
- a. Name of Program (including program number, etc.)
 - b. Producer of Program (including contact information)
 - c. PAL or NTSC clearly noted.
 - d. Program length in hours, minutes and seconds.
 - e. Whether with or without commercial breaks.
 - f. Audio: Is it 2-channel dual mono or is it 2-channel stereo?
 - g. Date of production.
9. **ON THE VIDEO TAPE:** Where possible each video tape should contain “vertical interval time-code” (VITC). At the beginning of each program video tape the following information is to be included:
- a. Video tape should commence with time code of 0:58:00:00 with black and no audio.
 - b. At time code of 0:58:30:00 commence 1 minute of standard video bars and 1 KHz audio tone on all audio channels. Tone should be 0Vu for analog tracks and -12 dBfs for digital tracks. This should continue up until 0:59:30:00
 - c. At 0:59:30:00 commences 10 seconds of black with no audio.
 - d. At 0:59:40:00 commence slate containing the following information:
 - i. *Name of program*
 - ii. *Number of program*
 - iii. *Length of program*
 - iv. *Program producer*
 - v. *Any special “version” information*
 - e. At 0:59:50:00 commences another 10 seconds of black with no audio.
 - f. Program commences at 1:00:00:00
 - g. Summary: (Hrs/Mins/Secs/Frames)
 - i. 0:58:00:00 - 0:58:30:00 Black with no audio (30 secs).

- ii. 0:58:30:00 - 0:59:30:00 Bars and tone (1 minute).
- iii. 0:59:30:00 - 0:59:40:00 Black with no audio (10 secs).
- iv. 0:59:40:00 - 0:59:50:00 Program slate (10 secs).
- v. 0:59:50:00 - 1:00:00:00 Black with no audio (10 secs).
- vi. 1:00:00:00 Program commences

10. VIDEO: Video may be either 4:3 or 16:9 SD. If using 16:9 SD, the label must specify whether the video is letterboxed or anamorphic. All video must comply with broadcast standard technical requirements for video: Picture clarity/sharpness. (Minimum quality DVCam. VHS/Hi-8 quality is not acceptable.)

- a. Black level at 7.5 units (IRE) for NTSC. (PAL at 0 units IRE)
- b. Chroma (Shall comply with Gamut limits)
- c. Luminance (White level not to exceed 100 units IRE)
- d. Where possible program master tapes should be as close as possible to the original footage rather than copies, multi-generations removed from the original material.

11. AUDIO: Must comply with broadcast standard technical requirements for audio:

- a. Either 2 Channel dual mono or
- b. 2-Channel stereo
- c. Set up for analog audio is 0Vu for analog tracks and -12 dBfs for digital tracks.
- d. Average level for analog audio should be 0Vu with peaks no greater than +3Vu.
- e. Average level for digital audio should be -12 dBfs with peaks no greater than 0 dBfs.

12. HIGH DEFINITION VIDEO:

If you wish to submit footage in high definition, please use one of the following formats:

- a. Quicktime using the following codecs: XDCAM HD, XDCAM EX, DVCPRO HD, Apple ProRes
 - i. 1080i 50
 - ii. 1080i 59.94
 - iii. 1080p 29.97
 - iv. 720p 25
 - v. 720p 30
 - vi. 720p 60
- b. Deck formats (NTSC and PAL) we can accept are:
 - i. XDCam HD
 - ii. XDCAM HD 422
 - iii. HDCAM (not including SR)
 - iv. DVCPRO HD (not including XL cassettes)

13. ELECTRONIC SUBMISSION or SENDING PROGRAMS BY INTERNET (ie FTP)

- 1. If programs are submitted as files on a hard disk, memory stick, DVD or via FTP it is important that the file contains only program material – no bars & tone, slate, countdown or leading and trailing black – just the show. Audio and video levels must be correct since we are unable to make adjustments during the transcoding process.

2. If you wish to submit files via FTP please contact Hope Channel to set up an FTP account and work out a compression scheme. At this time we encourage producers not to send files in excess of 1.2 GB in size. “

14. SHIPPING ADDRESS:

Programming approved for broadcast is to be shipped to:

Hope Channel
Scheduling and Traffic Department
Adventist Media Center
101 West Cochran Street
Simi Valley, California 93065

Telephone: 1 (805) 955-7777

Send shipment tracking number information to: Traffic@HopeTV.org

(NOTE: Only emails concerning programming traffic and shipment tracking numbers will be answered at this email address.)

Hope Channel will accept no collect shipments.

15. Program Submission Form

Every program/episode sent to the media center for broadcast must be accompanied by a completed Program Submission Form. If 13 episodes on 13 tapes are being submitted as a part of a series, 13 submission forms must be completed and printed, and should be enclosed with the tapes. If two episodes are sent on one tape, each episode should have its own submission form. Since in a series, many details are the same from one tape to another, the process can be simplified by entering all of the general information one time, and then making individualized variations before printing out each of the forms pertaining to the various episodes. A blank Program Submission Form is provided below. An electronic copy can be obtained by emailing info@hopetv.org. Ask for the form, and in the subject line type “Attn: Program Acquisition.”

Hope Channel Program Submission Form

This form Must Accompany the Tape or File, or the Program Will Not Air



Organization Information:

Contact Name	
Organization Name	
Contact Address	
Contact Phone	
Contact Email	
Contact Website	
Toll-Free Contact Phone	

Broadcast Information:

Program Name	
Program Number/ Show Code	
Presenter(s)/Speaker(s)	
Guest Name(s)	
Subject/Topic of Program (Describe in 1 or 2 sentences)	
Name of Series	
Name of Episode	
Length of Program	30 minutes 1 hour Other: _____
Format of Program	DVD VHS CD Audio
Single/Stand Alone Program or Part of Series	Single/Stand Alone Program Part of Series If Part of Series: Part _____ of _____

Rights Information:

Does program include music?	Yes / No	If yes, fill out music cue sheet and attach requested documentation.
Does program include photos, graphics, sculptural works, or images of art?	Yes / No	If yes, fill out visual rights cue sheet and attach requested documentation.
Does program include footage or animation which you have acquired and of which you are not the sole originator?	Yes / No	If yes, fill out footage/animation cue sheet and attach requested documentation.
Does program include presentation of excerpts from representation of books, poems, stories, magazines, or other text?	Yes / No	If yes, fill out literary work cue sheet and attach requested documentation.

How to order a copy of this show:

Can viewers order a copy?	Yes No
Show Copy Format	DVD VHS CD Audio Book Other: _____
Cost	Free Donation – Minimum accepted: \$ _____ For Sale – Price: \$ _____ Sales Tax – State: _____ Tax percentage: _____% S/H Fee: _____
How can viewers order? (include international info)	

Offer/Premium Information:

Offers made available?	Yes No
Offer Title and Order Code	
Offer Description	
Offer Format	DVD VHS CD Audio Book Other: _____
Cost (Circle one and complete information)	Free Donation / Minimum accepted: \$ _____ For Sale: Price: \$ _____ Sales Tax: Tax percentage: _____% Which State: _____ S/H Fee: _____
How can viewers order? (include international info)	

Additional Offer/Premium Information:

Offers made available?	Yes No
Offer Title and Order Code	
Offer Description	
Offer Format	DVD VHS CD Audio Book Other: _____
Cost	Free Donation / Minimum accepted: \$ _____ For Sale: Price: \$ _____ Sales Tax: Tax percentage: _____%. Which State: _____ S/H Fee: _____
How can viewers order? (include international info)	

Music Cue Sheet

Fill out this sheet if program includes any music. Duplicate sheet for additional entries if program includes more than two songs.

Song # 1	Song Title		
	Artist(s) (performing)		
	Length (min:sec i.e. 3:52)		
	Composer (s)		
	Lyricist (s)		
	Arranger (s)		
	Publisher		
	Publisher of Backing Track		
	Release Date of Backing Track		
	How the work is used in this program (select one)		1. Background Instrumental 2. Visual Instrumental 3. Background Vocal 4. Visual Vocal 5. Theme Open 6. Theme Close
	Society (select one)		1. BMI 2. ASCAP 3. SESAC 4. Other 5. Public Domain Attach documentation if claiming public domain.
	Has written permission, specifically for use in this program to air on Hope Channel been obtained from all artist(s), composer(s), lyricist(s), arranger(s), publisher, publisher of track and other rights holders?		Yes / No
	Have all applicable rights and licenses been obtained, including rights to use the composition, a synchronization license, and performing rights license as appropriate?		Yes / No
	If you answered yes to both of the above, please attach copies of documentation. If no, do not submit the tape until you can provide documentation of permissions.		
	Does the permission limit time period or number of allowed airings?		Yes/No
If you answered yes to the above question, please detail:			
If song was purchased from a royalty-free service, list song title, song number, date of licensing, and name of the company through which music was licensed.			
Song # 2	Song Title		
	Artist(s) (performing)		
	Length (min:sec i.e. 3:52)		
	Composer (s)		
	Lyricist (s)		
	Arranger (s)		
	Publisher		
	Publisher of Backing Track		
	Release Date of Backing Track		
	How the work is used in this program (select one)		1. Background Instrumental 2. Visual Instrumental 3. Background Vocal 4. Visual Vocal 5. Theme Open 6. Theme Close
	Society (select one)		1. BMI 2. ASCAP 3. SESAC 4. Other 5. Public Domain Attach documentation if claiming public domain.
	Has written permission, specifically for use in this program to air on Hope Channel been obtained from all artist(s), composer(s), lyricist(s), arranger(s), publisher, publisher of track and other rights holders?		Yes / No
	Have all applicable rights and licenses been obtained, including rights to use the composition, a synchronization license, and performing rights license as appropriate?		Yes / No
	If you answered yes to both of the above, please attach copies of documentation. If no, do not submit the tape until you can provide documentation of permissions.		
	Does the permission limit time period or number of allowed airings?		Yes/No
If you answered yes to the above question, please detail:			
If song was purchased from a royalty-free service, list song title, song number, date of licensing, and name of the company through which music was licensed.			

Visual Arts Cue Sheet

Fill out this sheet if program includes visual arts such as photos, paintings, still graphics, sculptures, globes, maps, diagrams, and other works of art. Duplicate sheet for additional entries if more than two works are used.

Work # 1	Description of the work (i.e. painting: "Noah's Ark," by Edward Hicks, 1846)		
	The specific source from which you obtained the work (provide page numbers, volumes, date, websites etc. if applicable.)		
	Copyright Owner(s) (May be an individual or organization but is not to be confused with provider such as a museum or store. Permission must be obtained from all copyright owners)		
	Have you featured the original work or made use of a reproduction, such as a print reproduction of an old map or a digital reproduction of a painting?		
	How the work is used in this program (select one)		1. To illustrate a point in the presentation 2. As a part of the set, 3. In passing on location 4. Other: _____
	Has written permission, specifically for use in this program to air on Hope Channel been obtained from the copyright holder of the original work, and where applicable, of the reproduction and from other rights holders?		Yes / No
	If you answered yes to the above, please attach copies of documentation. If no, do not submit the tape until you can provide documentation of permissions.		
Work # 2	Description of the work (i.e. painting: "Noah's Ark," by Edward Hicks, 1846)		
	The specific source from which you obtained the work (provide page numbers, volumes, date, websites etc. if applicable.)		
	Copyright Owner(s) (May be an individual or organization but is not to be confused with provider such as a museum or store. Permission must be obtained from all copyright owners)		
	Have you featured the original work or made use of a reproduction, such as a print reproduction of an old map or a digital reproduction of a painting?		
	How the work is used in this program (select one)		1. To illustrate a point in the presentation 2. As a part of the set, 3. In passing on location 4. Other: _____
	Has written permission, specifically for use in this program to air on Hope Channel been obtained from the copyright holder of the original work, and where applicable, of the reproduction and from other rights holders?		Yes / No
	If you answered yes to the above, please attach copies of documentation. If no, do not submit the tape until you can provide documentation of permissions.		

Footage/Animation Cue Sheet

Fill out this sheet if program includes footage, animation etc. of which you are not the originator. Duplicate sheet for additional entries if more than two works are used.

Work # 1	Description of the work (clearly identify the footage by description and where applicable, by reference number)		
	Licensor (name of the group from which you licensed the footage)		
	Point of appearance in program (in minutes and seconds, the time from the start of the program)		
	Length of footage (in min:sec such as 4:29)		
	Date of license expiration		
	How the work is used in this program (select one)		1. To illustrate a point in the presentation 2. In the title block or credits 3. Other: _____
	Has a license, specifically for use in this program to air on Hope Channel been obtained from the copyright holder or licensor of the clip?		Yes / No
	If you answered yes to the above, please attach copies of documentation. If no, do not submit the tape until you can provide documentation of permissions.		
	Does the license specifically allow for streaming as well as worldwide broadcast rights?		Yes / No
If you answered yes to the above, please attach copies of documentation. If no, do not submit the tape until you can provide documentation of permissions.			
Work # 2	Description of the work (clearly identify the footage by description and where applicable, by reference number)		
	Licensor (name of the group from which you licensed the footage)		
	Point of appearance in program (in minutes and seconds, the time from the start of the program)		
	Length of footage (in min:sec such as 4:29)		
	Date of license expiration		
	How the work is used in this program (select one)		1. To illustrate a point in the presentation 2. In the title block or credits 3. Other: _____
	Has a license, specifically for use in this program to air on Hope Channel been obtained from the copyright holder or licensor of the clip?		Yes / No
	If you answered yes to the above, please attach copies of documentation. If no, do not submit the tape until you can provide documentation of permissions.		
	Does the license specifically allow for streaming as well as worldwide broadcast rights?		Yes / No
If you answered yes to the above, please attach copies of documentation. If no, do not submit the tape until you can provide documentation of permissions.			

Literary Work Cue Sheet

Fill out this sheet if program includes reading or other presentation of text-based work such as excerpts from books, poems, stories, or magazines of which you are not the originator. Duplicate sheet for additional entries if more than two works are used.

Work # 1	Description of the work (clearly identify the work by author, title, copyright date, and other reference information)		
	Point of appearance in program (in minutes and seconds, the time from the start of the program)		
	Length of reading or appearance (in min:sec such as 4:29)		
	Copyright Owner (individual and/or publishing group as applicable)		
	How the work is used in this program (select one)		1. To illustrate a point in the presentation 2. In the title block or credits 3. As a concept upon which a script is based 4. Other: _____
	Has a license, specifically for use in this program to air on Hope Channel been obtained from the copyright holder or licensor of the clip?		Yes / No
If you answered yes to the above, please attach copies of documentation. If no, do not submit the tape until you can provide documentation of permissions.			
Work # 2	Description of the work (clearly identify the work by author, title, copyright date, and other reference information)		
	Point of appearance in program (in minutes and seconds, the time from the start of the program)		
	Length of reading or appearance (in min:sec such as 4:29)		
	Copyright Owner (individual and/or publishing group as applicable)		
	How the work is used in this program (select one)		1. To illustrate a point in the presentation 2. In the title block or credits 3. As a concept upon which a script is based 4. Other: _____
	Has a license, specifically for use in this program to air on Hope Channel been obtained from the copyright holder or licensor of the clip?		Yes / No
If you answered yes to the above, please attach copies of documentation. If no, do not submit the tape until you can provide documentation of permissions.			

Hope Channel Program Availability and Exchange Policy

Hope Channel is the official television voice of the General Conference of Seventh-day Adventists. Through Hope Channel the General Conference is producing programming for the benefit of the world Seventh-day Adventist church and the general public. Recognizing the valuable contribution other Adventist broadcasting entities may contribute to proclaiming the Adventist Message through their respective broadcasts, (Radio, TV, Internet) HOPE CHANNEL will make available to other broadcasting entities certain programming as outlined below subject to the following conditions which are typical TV industry standards for exchange of programming.

Because programming produced by other networks may be appropriate for HOPE CHANNEL to use, other networks are invited to exchange programming with HOPE CHANNEL.

A. HOPE CHANNEL will make available to other broadcasting entities:

1. NET EVANGELISM SERIES: 100% of all NET evangelistic type programming free of cost per the conditions in item B below.
2. HOPE CHANNEL POOL FEEDS: 100% of Hope Channel programs identified as Hope Channel pool feeds of news programming or reports from major church business events, such as the General Conference Session, Annual Council, Spring Meeting, or other news events, etc., per the conditions given in item B below. These Hope Channel pool feed programs will be identified as Hope Channel productions.
3. UNIQUE PROGRAMMING: HOPE CHANNEL may make unique programming produced by HOPE CHANNEL available as approved by the HOPE CHANNEL Executive Committee, per the following conditions:
 - a. HOPE CHANNEL will premier the broadcasting of all its unique programming.
 - b. Recipient broadcasting networks may air selected programs on the basis of a four month delay.
 - c. Programming available for distribution will be selected in consultation with the department or entity partnering with HOPE CHANNEL in producing the programs and HOPE CHANNEL Executive leadership.

B. Conditions for use of HOPE CHANNEL programming:

HOPE CHANNEL follows typical television industry standards in providing programming in a manner that will protect the identity and integrity of its programming. HOPE CHANNEL programming is available on the following basis:

1. **AVAILABILITY AND TERMS:** Programming will be available on a program by program basis. Other networks are invited to provide programs to HOPE CHANNEL on the same basis.
2. **CONTRACT:** Before any broadcasting begins, a written agreement with the re-Broadcaster will be concluded and returned to HOPE CHANNEL.

3. **RE-BROADCASTER ANNOUNCEMENT:** A minimum of a fifteen second announcement in both video and audio by the re-broadcaster will precede and follow the broadcast program, informing viewers that the program has been provided free of cost by Hope Channel to the re-broadcasting entity. This will be prepared by the re-broadcaster and at the re-broadcaster's expense.
4. **COST:** The receiving network will pay shipping and other costs associated with duplicating and providing a program.
5. **SCHEDULING:** The producing network will have priority in broadcast. Requests from other networks for HOPE CHANNEL programming will be arranged on a program by program basis.
6. **IDENTIFICATION:** The HOPE CHANNEL broadcast screen Hope Channel logo "bug" will be superimposed on the screen of the tape or program of the HOPE CHANNEL program supplied to other networks. Recipient broadcasting networks will agree not to cover the HOPE CHANNEL logo and are to allow it to provide clear HOPE CHANNEL identification throughout the program. Similarly when HOPE CHANNEL uses a program from another network, HOPE CHANNEL will show a clear identification of the producing network in a manner acceptable to that network.
7. **PROGRAM INTEGRITY:** Programs will be received and broadcast by the Re-broadcaster in their entirety, including video pre roll-in of the Hope Channel and the credit roll and the Hope Channel final message. No editing or masking of any element of the program, or Hope Channel identity, will be done by the re-broadcaster. This includes the Hope Channel logo and any other Hope Channel advertising. In similar manner, HOPE CHANNEL will broadcast full programs from other networks or will consult and negotiate if only a portion of a program can be included.
8. **CLAIMS OF LIVE PROGRAMMING:** The re-broadcasting entity will not claim in any way that the program is a live production of the re-broadcasting organization.
9. **SOLICITATION OF FUNDS:** No announcement will be made by the re-broadcasting entity soliciting money in association with the program or claiming or implying that the re-broadcast entity has financially provided production or initial broadcast funding for the program. Viewers of the re-broadcast network should be encouraged to support the worldwide Seventh-day Adventist church in addition to the particular broadcast ministry. HOPE CHANNEL will acknowledge support and programming from other networks.
10. **RECOGNIZING THE OWNERSHIP OF PROGRAMMING:** In the worldwide Seventh-day Adventist Church there are a number of individuals, organizations or church owned entities producing programming aired by HOPE CHANNEL. HOPE CHANNEL does not automatically assume ownership of programming aired on HOPE CHANNEL. When another network wishes to broadcast a program produced by an individual, organization or church entity other than HOPE CHANNEL, the broadcasting network will need to ensure that written permission has been obtained from the producing entity before the program is used. Likewise, HOPE CHANNEL will obtain the express permission of the producing entity for programming exchanged with other broadcast networks.
11. **CO-PRODUCTION:** HOPE CHANNEL is prepared to consider co-production with other networks. Timing and other issues of production and broadcast need to be negotiated with co-producing networks.

Satellite Parameters

HOPE CHANNEL Hope Channel broadcasts full time in all regions of the world. Additional distribution may occur on cable, other DTH satellite systems, or local terrestrial broadcasts.

For information on satellite distribution and parameters please go to:
<http://www.hopetv.org/watch-now/satellite-information/satellite-details/>

For schedule information go to: <http://www.hopetv.org/watch-now/tv-schedule/>