

Access and Resources to all the Target Markets

Access to DC Radio will be made available via internships, public invited pitch sessions, the Radio's website, and training opportunities.

INTERNSHIPS

Students will gain both a radio and television production experience.

Internship opportunities are available through the Office of Cable Television, Film, Music, and Entertainment's internship program and the DC Department of Employment Service's Marion Barry Summer Youth Employment Program. Our program is designed to educate and provide experience to students in all aspects of cable television production and with the launch of the radio station will expand to this new area of experience. Academic credit may be earned for satisfactory completion of the internship semester. This credit will be applied pursuant to all rules and standards required by the college or university in which each student is enrolled.

Interns will participate in the program for no less than 12 hours per week and no more than 20 hours per week. Students who are District residents may also apply for a paid summer internship at OCTFME through the DC Department of Employment Service's Summer Youth Employment Program.

Students will receive 'hands on' experience in the production of radio and cable television programming for product broadcast on DC Radio, DCN-District of Columbia Network, DCC-District Council Channel and DKN –District Knowledge Network by providing assistance in developing show topics; booking guests; creating show rundowns; researching stories; pre-interviewing guest; field shooting and studio tapings; editing sessions; producing promotions and public service announcements; writing scripts; supervising voice-over sessions; and other responsibilities as assigned by the Internship Supervisor or programming staff. DC radio programming will also extend to on-air broadcast and production training.

Additionally, OCTFME will partner with local schools to offer exposure to youth in enrolled in media related curriculums from such schools as Eliot Hine Middle School, Richard Wright Public Charter School, McKinley Technology High School, and HD Woodson High School.

DC RADIO PITCH SESSIONS

Pitch Session information will be provided on the DC Radio website, along with content criteria and submission information. Pitch sessions are open to DC residents and students enrolled in a District school, college, or university.

DC RADIO TRAINING OPPORTUNITIES

In addition to internships, OCTFME will produce a series of online training sessions that will focus on:

- Program Scheduling
- Audio Board Operation
- Automation Operation
- Signal Delivery



Definition of standards and practices and how content is submitted

Content to DC Radio WHUR.HD4 can be submitted to the General Manager of DC Radio, Associate Director of Television and Entertainment and the Director of Television Programming for consideration. The content should be submitted in mp4 or wav format, should include a program description, should include the targeted audience, and must meet the following criteria:

- The content must meet the mission and objectives of the programming guidelines established for DC Radio.
- The content must be classified into one of the following categories:
Government Activities
Education
Current Events
History
Arts & Entertainment
Community
- The content cannot contain profanity or any material that constitutes libel, slander, pornography or violation of trademark or copyright.
- The content cannot contain information or advertising concerning an illegal lottery.
- The content cannot contain paid advertising material in which commercial appeals for funds are made (Grants and underwriting for programming purposes shall not be considered as advertising. Paid advertising material includes, but is not limited to, advertising by or on behalf of a candidate for public office or program material made available without charge by persons, corporations, or institutions which have a commercial interest in the subject matter. This provision shall not prevent the identification of person or institutions providing grants or contributions to underwrite the cost of programs unrelated to the commercial interests of the donor or to programs, which have a public interest overriding the private, commercial interests.
- The content cannot contain copyrighted material, unless clearances have been obtained and written proof of such clearance can be presented.
- The content cannot contain any material that advocates a particular religious belief or beliefs.
- The content cannot consist of programming which applicable Federal, State or local laws prohibit.
- The content cannot contain coverage of partisan events, political rallies, or fundraisers.



Ideas for content can be submitted via email or in person during semi-annual pitch sessions.

The panel for the pitch sessions may consist of OCTFME executives, technicians, administrators and support staff who will review your idea and supplementary documents in order to recommend a series commitment.

Each presenter will receive 10 minutes to speak directly to the panel and present their project request. After a 7 minute introduction of your project, the presenter will be requested to answer how this program is innovative, what the impact will be on DC, how the project is responsive to the needs of DC and how the project will be implemented. At the conclusion of the presentation, follow up questions from the panel may arise.

Presenters will be sent a Submission Release Agreement in advance. The agreement will need to be signed and returned prior to your presentation. (See Content Submission Release Agreement Form)

The targeted pitch session dates for DC Radio will be:

Friday, March 30, 2018 from 10 am to 4 pm
Friday, August 24, 2018 from 10 am to 4 pm



SUBMISSION RELEASE AGREEMENT

Proposed Title (if any) of Material Submitted: _____

Date: _____

I am submitting herewith the material identified above and described more fully in Exhibit A, attached hereto and incorporated herein by reference, (the "Material") for review by the DC Office of Cable Television, Film, Music and Entertainment ("OCTFME"), with the express understanding that all rights to the Material shall be subject to the terms set forth herein.

1. I acknowledge that OCTFME engages in the production of television and radio programming for exploitation in any and all entertainment media now known or hereafter devised. I further acknowledge that I have submitted the above-referenced Material on an unsolicited basis for consideration.

2. I acknowledge that the Material was created and written by me without any solicitation, suggestion or request from OCTFME that I write or create the Material. I further acknowledge that I have retained a copy of the Material, and that OCTFME shall not be responsible for the preservation or return of the Material nor liable to me if OCTFME later destroys or otherwise disposes of the Material.

3. I represent and warrant that: (a) I am the sole owner and author of the Material; (b) the Material is an original work created by me; (c) I have the exclusive right to submit the Material to OCTFME on the terms and conditions set forth herein; (d) I have the sole and exclusive right, power and authority to grant to OCTFME all rights in and to the Material; (e) I have no obligation to any third party with regard to the Material; and (f) I have the exclusive right in the title, if any, with respect to its use in connection with the Material.

4. I understand and agree that OCTFME's use of material containing features and elements similar or identical to those contained in the Material shall not obligate OCTFME to negotiate with me or entitle me to any compensation, including instances in which OCTFME determines that it has an independent legal right to use such other material which is not derived from me, because: (1) I do not own or control such material or such features or elements, or (2) the material, features and elements used by OCTFME and claimed by me to be the Material or to embody in the Material are in the public domain, are not new or novel, are not legally protected or protectable, or were independently developed by OCTFME or obtained by OCTFME from other sources, including OCTFME employees or agents. I hereby waive any right that I may have to inspect or approve any finished product, derivative thereof, or the use to which the finished product may be applied.

5. If I should ever claim that OCTFME has used or taken, without the right to do so, any material submitted by me, in violation of any of my rights or otherwise, or there is a determination that OCTFME has the independent legal right to use material containing features and elements similar or identical to those contained in the Material without the payment of compensation to me, I agree that the dispute shall be resolved in accordance with the laws of the District of Columbia. I hereby waive any and all rights and benefits which I might otherwise be entitled to under any applicable law to adjudicate any such dispute in a court of law, including but not limited to any injunction or other equitable relief against OCTFME.



6. I acknowledge and agree that OCTFME is under no obligation to use the Material in any manner whatsoever; and that this Agreement states our entire understanding. I acknowledge that there have been no representations made by OCTFME with respect to the Material or its use (including compensation or subsequent work) of same.

7. This Agreement shall inure to the benefit of OCTFME and to the benefit of OCTFME employees, agents, successors, licensees and assigns. This Agreement shall be construed under the laws and jurisdiction of the District of Columbia. This Agreement supersedes any and all prior and contemporaneous agreements between the parties. Any change hereto shall not be effective unless mutually agreed upon by both parties.

8. I represent that I am eighteen (18) years of age or older. (If under eighteen (18) years of age, the signature of a parent or legal guardian must be included below).

AGREED TO AND ACKNOWLEDGED:

Signature

Print Name

Address

Telephone

Facsimile

Email

I represent that I am a parent (or legal guardian) of the minor who has signed the above Submission Agreement and I agree that the said minor and I will be bound thereby.

Signature of Parent/Guardian

Print Name

Accepted for OCTFME by: _____ Date: _____



EXHIBIT A

A. Proposed title of the Material (if any):

_____.

B. If the Material is not attached, synopsise or outline the Material in the foregoing space:

_____.

C. If the Material is attached,

(1) Identify the following characteristics of the attached submission: size/ number of pages; title, names(s); date etc. appearing on the cover or title page; whether the submission is handwritten, typed or presented in another form; and any other physical characteristics:

_____.

(2) Describe the form of Material: whether it is presented in the form of an outline, teleplay, short story, format, idea or some other form;

_____.

D. Exceptions, if any, to representations in Paragraph 3:

_____.

