



2010 EDUCATION SERVICES

How to Become a People TV Community Producer



“This program is supported in part by Fulton County Board of Commissioners under the guidance of the Fulton County Arts Council, the City of Atlanta Office of Cultural Affairs, and the Georgia Council for the Arts (GCA) through the appropriations of the Georgia General Assembly. GCA also receives support from its partner agency, the National Endowment for the Arts.”

www.peopletv.org

**2010
FREE ORIENTATION WORKSHOP
SCHEDULE**

(Dates Subject to Change)

This free workshop is required for any person who wants to produce programs at People TV. Included is a history of public access, workshops that are offered, requirements for certification and rules, regulations and responsibilities for people using the equipment and facilities of People TV. There is no need for a reservation. It is first come first serve and the first 60 people to arrive will be admitted. The doors will close promptly at 7pm.

WEDNESDAY JANUARY 6 6:00-8:00P

WEDNESDAY MARCH 17 6:00-8:00P

WEDNESDAY MAY 12 6:00-8:00P

WEDNESDAY JULY 14 6:00-8:00P

WEDNESDAY SEPTEMBER 15 6:00-8:00P

INTRODUCTION TO COMMUNITY TELEVISION WORKSHOP

The Introduction to Community Television workshop offers an overview of public access in Atlanta, review of the People TV Handbook as well as instruction in television studio and control room operation. Students learn the basics of shot composition, camera movements, audio, technical direction, graphics, studio lighting, television producing, directing and floor directing.

Workshop sessions meet one day per week, six weeks total. Due to studio space, a maximum of fifteen (15) students can participate in this class. Applicants are accepted on a first come basis. For each workshop there is five days of registration. The first three days of registration is allocated for City of Atlanta residents only. Any open slots after the third day of registration are available to both residents and non-residents.

Students who attend the People TV Orientation class, successfully complete the workshop, crew on 8 studio productions and pass the proficiency exam will receive a document of certification. You are entered into the People TV database as Introduction to Community Television certified and may apply for a "Special" time slot.

Once your application has been processed and approved by the People TV programming department, you may book studio time for production. This certification grants the graduating student studio access only. If you plan to edit your program using People TV edit facilities, an editing class is required. Community producers must receive certification in non-linear editing of either Imovie or Final Cut Pro. Analog editing is also offered but not recommended since analog is rapidly becoming obsolete. All programming produced at People TV must first air on the channel and carry the appropriate disclaimers.

STEPS FOR CERTIFICATION INTRODUCTION TO COMMUNITY TELEVISION

- ❖ Attend Free Orientation Workshop
- ❖ Register for the Introduction to Community TV Workshop including **\$95 workshop fee plus \$5 fee** for printed class materials for a total of **\$100**. Proof of residency required for Atlanta citizens.
- ❖ **Fees may be paid by money order, credit or debit card. NO CASH accepted**
- ❖ Receive People TV Producer Handbook
- ❖ Attend all 6 workshop sessions
- ❖ Pass the Proficiency Examination
- ❖ Crew on 8 studio productions. Must be completed within 3 months of passing test. (Live or Taped)

*Certification will be given to all participants who successfully complete all Workshop requirements. Certified community producers may register for additional workshops or apply for a 'Special' channel time. Once a program application is approved, studio time may be booked at no charge for residents of the City of Atlanta. Non-Residents must pay nominal fees for the use of the facilities. Certification grants access only to the studios of People TV.

**INTRODUCTION TO
COMMUNITY TELEVISION WORKSHOP
2010 SCHEDULE**

JANUARY 2010 Fee \$95

REGISTRATION (Atlanta Residents): **JANUARY 19-22**
REGISTRATION (Non-Residents): **JANUARY 21-22**
Monday Class Begins: **JANUARY 25 (12-2:30P)**
Monday Class Ends: **MARCH 1**
Wednesday Night Class Begins: **JANUARY 27 (6-8:30P)**
Wednesday Night Class Ends: **MARCH 3**

MARCH 2010 Fee \$95

REGISTRATION (Atlanta Residents): **MARCH 22-26**
REGISTRATION (Non-Residents): **MARCH 25-26**
Monday Class Begins: **MARCH 29 (12-2:30P)**
Monday Class Ends: **MAY 3**
Wednesday Night Class Begins: **MARCH 31 (6-8:30P)**
Wednesday Night Class Ends: **MAY 5**

MAY 2010 Fee \$95

REGISTRATION (Atlanta Residents): **MAY 17-21**
REGISTRATION (Non-Residents): **MAY 20-21**
Monday Class Begins: **MAY 24 (12-2:30P)**
Monday Class Ends: **JULY 12**
Wednesday Night Class Begins: **MAY 26 (6-8:30P)**
Wednesday Night Class Ends: **JUNE 30**

JULY 2010 Fee \$95

REGISTRATION (Atlanta Residents): **JULY 19-23**
REGISTRATION (Non-Residents): **JULY 22-23**
Monday Class Begins: **JULY 26 (12-2:30P)**
Monday Class Ends: **AUGUST 30**
Wednesday Night Class Begins: **JULY 28 (6-8:30P)**
Wednesday Night Class End: **SEPTEMBER 1**

SEPTEMBER 2010 Fee \$95

REGISTRATION (Atlanta Residents): **SEPTEMBER 20-24**
REGISTRATION (Non-Residents): **SEPTEMBER 23-24**
Monday Class Begins: **SEPTEMBER 27 (12-2:30P)**
Monday Class Ends: **NOVEMBER 1**
Wednesday Night Class Begins: **SEPTEMBER 29 (6-8:30P)**
Wednesday Night Class Ends: **NOVEMBER 3**

Registration offered on a first come basis. The first three days are for Atlanta residents only. Proof of residency and workshop fee required at time of registration. Proof of residency may include a valid driver's license or state issued ID card, voter registration card, current month utility bill or apartment lease in your name. Fees may be paid by money order, and credit or debit card. **NO CASH** accepted. Workshop schedule is subject to change.

PROCEDURES WORKSHOP AND TEST-IN PROGRAM FOR INDIVIDUALS WITH PRODUCTION EXPERIENCE

The Procedures Workshop and Proficiency Exam are designed for anyone with television production experience that is interested in becoming a community producer. The workshop is \$95 and informs you of the policies and procedures of People TV and if you successfully pass the written exam you are not required to take the Introduction to Community Television Workshop. **Proficiency Exam may be schedule on 1st or 3rd Fridays only. 1:00 pm – 6:00 pm.**

This course is open to residents and nonresidents. The first requirement is to attend a free People TV Orientation Workshop. The proficiency exam does contain pertinent information about People TV rules and By-laws. People TV does not provide any study materials for this process. Should you fail to pass the exam then appropriate fees will be charged to take the person is testing out of.

Steps to Certification By Proficiency Test-In Process

- ❖ Attend Free Orientation Workshop
- ❖ Pay **\$95** for the proficiency exam and People TV Handbook (Atlanta citizens must provide proof of residency) Credit Card, Debt Card or money order accepted only. No cash.
- ❖ **Fees may be paid by money order, credit or debit card. NO CASH accepted**
- ❖ Participate in Procedures Workshop by Scheduling a meeting with the Director of Education Services
- ❖ Pass the Proficiency Exam (Any person who fails the exam will be required to take the workshop they are testing out of and pay appropriate fees)
- ❖ Complete crew requirements. Participants must crew on 4 People TV studio productions (taped or live). Crewing must be completed within 4-weeks of the proficiency exam

*Certification will be given to all participants who successfully complete the Proficiency test-in requirements. Certified community producers may register for additional workshops or apply for a 'Special or Monthly' channel time. Once a program application is approved, studio time may be booked at no charge for residents of the City of Atlanta. Non-Residents must pay nominal fees for the use of the facilities. Certification grants access only to the studios of People TV.

PANASONIC DVX 100A CAMERA LOCATION WORKSHOP

The purpose of this workshop is to provide access and training to individuals interested in Digital Camera operation. Students will receive hands on experience demonstrating a variety of camera features including white balancing, use of proper camera filters, focusing the camera lens, digital camera terminology, audio, low light camera operation as well as camera set-up and breakdown techniques.

Workshop sessions meet one day per week, five weeks total. Due to studio space, a maximum of six (6) students can participate in this class. This workshop is offered on a first come basis. Students are required to pass the Digital Camera Location Proficiency Exam in order to receive certification.

Once you receive your digital camera certification and if you are a People TV community producers with a current program, you may check out the digital camera and location equipment. Students are required to provide 2 new Panasonic Mini DV videotapes for this class. A document of certification is given to all students who successfully complete this course.

STEPS TO CERTIFICATION FOR DIGITAL CAMERA LOCATION

- ❖ Attend Free Orientation Workshop
- ❖ Register for the Workshop including **\$95 workshop fee** plus **\$5 fee** for printed class materials for a total of **\$100**. Proof of residency required for Atlanta citizens.
- ❖ **Fees may be paid by money order, credit or debit card. NO CASH accepted**
- ❖ Attend all scheduled sessions
- ❖ Provide 2 Panasonic Mini DV videotapes
- ❖ Participate in a class project
- ❖ Pass the Digital Location DV Camera Proficiency Exam

*Certification will be given to all participants who successfully complete the Digital Camera Location requirements. Certified community producers may register for additional workshops or apply for a channel time. Once a program application is approved, equipment is booked at no charge for residents of the City of Atlanta. Certification grants access to People TV's Panasonic DVX 100A cameras and location equipment.

**PANASONIC DVX 100A
LOCATION CAMERA WORKSHOP
2010 SCHEDULE**

JANUARY 2010 Fee \$95

REGISTRATION (Atlanta Residents):	JANUARY 19-22
REGISTRATION (Non-Residents):	JANUARY 21-22
Tuesday Class Begins:	JANUARY 26 (6-8:30P)
Tuesday Class Ends:	FEBRUARY 23
Tuesday Class Begins:	MARCH 2 (6-8:30P)
Tuesday Class Ends:	MARCH 30

MARCH 2009 Fee \$95

REGISTRATION (Atlanta Residents):	MARCH 22-26
REGISTRATION (Non-Residents):	MARCH 25-26
Tuesday Class Begins:	APRIL 6 (6-8:30P)
Tuesday Class Ends:	MAY 4

MAY 2010 Fee \$95

REGISTRATION (Atlanta Residents):	MAY 17-21
REGISTRATION (Non-Residents):	MAY 20-21
Tuesday Class Begins:	MAY 25 (6-8:30P)
Tuesday Class Ends:	JUNE 22

JULY 2010 Fee \$95

REGISTRATION (Atlanta Residents):	JULY 19-23
REGISTRATION (Non-Residents):	JULY 22-23
Tuesday Class Begins:	JULY 27 (6-8:30P)
Tuesday Class Ends:	AUGUST 24

SEPTEMBER 2010 Fee \$95

REGISTRATION (Atlanta Residents):	SEPTEMBER 20-24
REGISTRATION (Non-Residents):	SEPTEMBER 23-24
Tuesday Class Begins:	SEPTEMBER 28 (6-8:30P)
Tuesday Class Ends:	OCTOBER 26

NOVEMBER 2010 Fee \$95

REGISTRATION (Atlanta Residents):	SEPTEMBER 20-24
REGISTRATION (Non-Residents):	SEPTEMBER 23-24
Tuesday Class Begins:	NOVEMBER 9 (6-8:30P)
Tuesday Class Ends:	DECEMBER 7

*Registration offered on a first come basis. The first three days are for Atlanta residents only. Proof of residency and workshop fee required at time of registration. Proof of residency may include a valid driver's license or state issued ID card, voter registration card, current month utility bill or apartment lease in your name. Fees may be paid by money order, and credit or debit card. **NO CASH** accepted. Workshop schedule is subject to change.

I-MOVIE NON-LINEAR EDITING WORKSHOP

This is an excellent beginner's workshop for people unfamiliar with digital editing. I-MOVIE is a Macintosh based computer system offering an easy learning curve to people with minimal computer programming knowledge.

Participants in the workshop will learn important skills including video capturing video, video timeline applications, applying transitions to video timelines, audio mixing, creating titles, and exporting video. This course meets 2.5 hours once a week for five consecutive weeks.

Students must provide the necessary Panasonic Mini DV tape for the class. A workshop project is required in order to be certified. The final project may include one of the following: program Promo, Public Service Announcement, Program Introduction, or a 2-3 minute video short. Each must demonstrate video transitions, titles, music inserts and other production techniques. Workshops are limited to 3 students.

A proficiency examination is given at the end of the workshop and People TV certification is given to each student successfully completing this course. Once Imovie certified, students interested in advanced non-linear editing can take the Final Cut Pro Non-Linear Editing class.

Steps to Certification for Imovie Non-Linear Editing

- ❖ Register for the Workshop including **\$95 workshop fee** plus **\$5 fee** for printed class materials for a total of **\$100**. Proof of residency required for Atlanta citizens.
- ❖ **Fees may be paid by money order, credit or debit card. NO CASH accepted**
- ❖ Attend all scheduled sessions
- ❖ Provide required Panasonic Mini DV videotapes (2 tape minimum)
- ❖ Complete a workshop editing project
- ❖ Pass the Imovie Non-Linear Editing Proficiency Examination

*Certification will be given to all participants who successfully complete the Imovie Non-Linear Editing Proficiency Exam. Certified community producers may register for additional workshops or apply for a channel time. Once a program application is approved, edit time may be booked at no charge for residents of the City of Atlanta. Non-Residents must pay nominal fees for the use of editing facilities. Certification grants access only to the non-linear editing suites.

**I-MOVIE NON-LINEAR
WORKSHOP SCHEDULE
2010**

JANUARY 2010 Fee \$95

REGISTRATION (Atlanta Residents):
REGISTRATION (Non-Residents):
Monday Class Begins:
Monday Class Ends:
Thursday Class Begins:
Thursday Class Ends:

JANUARY 19-22
JANUARY 21-22
JANUARY 25 (3-5:30P)
FEBRUARY 22
JANUARY 28 (6-8:30P)
FEBRUARY 25

MARCH 2010 Fee \$95

REGISTRATION (Atlanta Residents):
REGISTRATION (Non-Residents):
Monday Class Begins:
Monday Class Ends:
Thursday Class Begins:
Thursday Class Ends:

MARCH 22-26
MARCH 25-26
MARCH 29 (3-5:30P)
APRIL 26
APRIL 1 (6-8:30P)
APRIL 29

MAY 2010 Fee \$95

REGISTRATION (Atlanta Residents):
REGISTRATION (Non-Residents):
Monday Class Begins:
Monday Class Ends:
Thursday Class Begins:
Thursday Class Ends:

MAY 17-21
MAY 20-21
MAY 24 (3-5:30P)
JUNE 26
MAY 27 (6-8:30P)
JULY 1

JULY 2010 Fee \$95

REGISTRATION (Atlanta Residents):
REGISTRATION (Non-Residents):
Monday Class Begins:
Monday Class Ends:
Thursday Class Begins:
Thursday Class Ends:

JULY 19-23
JULY 22-23
JULY 26 (3-5:30P)
AUGUST 23
JULY 29 (6-8:30P)
AUGUST 26

SEPTEMBER 2010 Fee \$95

REGISTRATION (Atlanta Residents):
REGISTRATION (Non-Residents):
Monday Class Begins:
Monday Class Ends:
Thursday Class Begins:
Thursday Class Ends:

SEPTEMBER 20-24
SEPTEMBER 23-24
SEPTEMBER 27 (3-5:30P)
OCTOBER 25
SEPTEMBER 30 (6-8:30P)
OCTOBER 28

NOVEMBER 2010 Fee \$95

REGISTRATION (Atlanta Residents):
REGISTRATION (Non-Residents):
Monday Class Begins:
Monday Class Ends:

SEPTEMBER 20-24
SEPTEMBER 23-24
NOVEMBER 8 (3-5:30P)
DECEMBER 6

*Registration offered on a first come basis. The first three days open for City of Atlanta residents only. Proof of residency and workshop fee required at time of registration. Proof of residency may include a valid driver's license or state issued ID card, a current month's utility bill in your name, voter registration card, or a lease for your residence in your name. Fees may be paid by money order or credit/debit card. **NO CASH** accepted.

FINAL CUT PRO 1 NON-LINEAR VIDEO EDITING WORKSHOP (Entry Level)

The Final Cut Pro 1 Non Linear Editing workshop is perfect for people with knowledge of A/B Roll analog editing and other non-linear editing systems like I-MOVIE, ADOBE PREMIERE and AVID. It is a Macintosh based computer system offering batch capturing video, building edit decision list (EDL), video timeline applications, applying transitions to video timelines, audio mixing, creating titles, and exporting video.

Prior to registration for this course, it is mandatory that an Assessment Form be filled out and approved by the Director of Education. This course meets 2.5 hours once a week for five consecutive weeks. Students must provide the necessary Panasonic Mini DV tape for the class. A workshop project is required in order to be certified. The final project may include one of the following: program Promo, Public Service Announcement, Program Introduction, or a 2-3 minute video short. Each must demonstrate video transitions, titles, music inserts and other production techniques. Workshops are limited to 3 students.

A proficiency examination is given at the end of the workshop and a PTV certification is given to each student successfully completing this course.

Steps to Certification Non-Linear Editing Workshop

- ❖ Fill out a Computer Skills Assessment Form
- ❖ Register for the Workshop including **\$95 workshop fee** plus **\$5 fee** for printed class materials for a total of **\$100**. Proof of residency required for Atlanta citizens.
- ❖ **Fees may be paid by money order, credit or debit card. NO CASH accepted**
- ❖ Attend all scheduled sessions
- ❖ Provide required Panasonic Mini DV videotapes (2 tape minimum)
- ❖ Complete a workshop editing project

*Certification will be given to all participants who successfully complete the Final Cut Pro 1 Non-Linear Editing Proficiency Exam. Certified community producers may register for additional workshops or apply for a channel time. Once a program application is approved, edit time may be booked at no charge for residents of the City of Atlanta. Non-Residents must pay nominal fees for the use of editing facilities. Certification grants access only to the non-linear editing suites.

**FINAL CUT PRO 1
NON-LINEAR VIDEO EDITING WORKSHOP
(Entry Level)
2010**

JANUARY 2010 Fee \$95

REGISTRATION (Atlanta Residents): **JANUARY 19-22**
REGISTRATION (Non-Residents): **JANUARY 21-22**
Monday Class Begins: **JANUARY 25 (11-1:30P)**
Monday Class Ends: **FEBRUARY 22**

MARCH 2010 Fee \$95

REGISTRATION (Atlanta Residents): **MARCH 22-26**
REGISTRATION (Non-Residents): **MARCH 25-26**
Tuesday Class Begins: **MARCH 29 (6-8:30P)**
Tuesday Class Ends: **APRIL 27**
Wednesday Class Begins: **MARCH 31 (3-5:30P)**
Wednesday Class Ends: **APRIL 28**
Wednesday Class Begins: **MARCH 31 (6-8:30P)**
Wednesday Class Ends: **APRIL 28**
Friday Class Begins: **APRIL 9 (6-8:30P)**
Friday Class Ends: **MAY 7**

MAY 2010 Fee \$95

REGISTRATION (Atlanta Residents): **MAY 17-21**
REGISTRATION (Non-Residents): **MAY 20-21**
Wednesday Class Begins: **MAY 26 (3-5:30)**
Wednesday Class Ends: **JUNE 30**
Wednesday Class Begins: **MAY 26 (6-8:30P)**
Wednesday Class Ends: **JUNE 23**
Friday Class Begins: **MAY 28 (6-8:30)**
Friday Class Ends: **JUNE 25**

JULY 2010 Fee \$95

REGISTRATION (Atlanta Residents): **JULY 19-23**
REGISTRATION (Non-Residents): **JULY 22-23**
Wednesday Class Begins: **JULY 28 (3-5:30P)**
Wednesday Class Ends: **AUGUST 25**
Wednesday Class Begins: **JULY 28 (6-8:30p)**
Wednesday Class Ends: **AUGUST 25**
Friday Class Begins: **JULY 30 (6-8:30pm)**
Friday Class Ends: **AUGUST 27**

SEPTEMBER 2010 Fee \$95

REGISTRATION (Atlanta Residents): **SEPTEMBER 20-24**
REGISTRATION (Non-Residents): **SEPTEMBER 23-24**
Wednesday Class Begins: **SEPTEMBER 29 (3-5:30P)**
Wednesday Class Ends: **OCTOBER 27**
Wednesday Class Begins: **SEPTEMBER 29 (6-8:30p)**
Wednesday Class Ends: **OCTOBER 27**

*Registration offered on a first come basis. The first three days open for City of Atlanta residents only. Proof of residency and workshop fee required at time of registration. Proof of residency may include a valid driver's license or state issued ID card, a current month's utility bill in your name, voter registration card, or a lease for your residence in your name. Fees may be paid by money order or credit/debit card. **NO CASH** accepted.

SPECIALTY WORKSHOPS

From time to time, supplemental workshops, open to the People TV producers and the public, are offered. These workshops may include television lighting, script writing, on camera talent, graphics, and legal issues. A nominal fee may be charged.

RE-CERTIFICATION WORKSHOP

This workshop is for anyone who has become certified to produce at People TV but requires additional training to achieve the required level of technical competency as determined by People TV staff. A fee will apply.