

▶ MCM MEMBER PODCAST STUDIO POLICY

All individuals who would like to take advantage of Montgomery Community Media member rates will need to be a member in good standing (paid annual membership fee) & attend MCM orientation.

MCM PODCAST RESERVATIONS

- Members must make an advance reservation for podcast studio (no day of reservations)
- Reservations require a minimum of 2 hours per studio session
- Reservations cannot exceed **4 hours** per studio session
- Payment is required in advance of studio reservation date (credit card only)
- Member is responsible for supplying SD cards for audio recording
- Member is required to have the MCM Podcast/Audio Technician (PAT) set up & strike the podcast equipment as well as provide technical supervision throughout the entire recording.

ADDITIONAL SERVICES

During podcast studio reservation, member may utilize the MCM Podcast/Audio Technician for assistance in the following areas:

- Provide assistance with show timing during production
- Audio editing
- Distribution support
- Assistance with adding recorded MCM Credit & Disclaimer (see below)

MEMBER RATES

Certified Podcaster†	Uncertified Podcaster
Free consultation	Mandatory consultation (\$40 per hour)
\$20 per hour studio reservation rate‡	\$40 per hour studio reservation rate‡

‡ Minimum of 2 hours for studio reservations

† Certified Podcasters have successfully completed Intro. to Podcasting class.

MANDATORY DISCLAIMER & CREDITS

All MCM Members are required to include the following disclaimer on every podcast recorded (00:15)

"This podcast was created with the facilities and equipment of Montgomery Community Media. For information on local community content, visit mymcmedia.org. Montgomery Community Media assumes no responsibility for any podcast content that is produced by volunteer community members."

MCM Podcast Disclaimer audio file is available on all edit suite desktops.

RESERVATION CANCELLATION POLICY

- Reservations should be made at least 3 weeks prior to proposed date
- Reservation cancellations made at least 1 week prior may be refunded
- Reservations made the same week as scheduled date are non-refundable
- MCM resources are scheduled after payment is processed
- Changes to reservations must be submitted in writing
- Multiple no shows, and/or late cancellations or changes will result in suspension of reservation privileges

ALL PODCASTS ARE SUBJECT TO THE CONTENT GUIDELINES AND RESTRICTIONS OUTLINED IN THE MONTGOMERY COMMUNITY TELEVISION'S "STATEMENT OF POLICY ON PUBLIC ACCESS." MEMBER MUST HAVE A SIGNED STATEMENT OF COMPLIANCE ON FILE.