



## NV1 Producer Guidelines

Native Voice One (NV1) is the distribution division of Anchorage-based Koahnic Broadcast Corporation with a mission to serve as a leader in bringing Native voices to Alaska, the nation and the world. NV1 distributes work from Native and non-Native producers whose programming reflects this mission. Further, NV1 content educates, advocates and celebrates indigenous life and values; enlightens and informs the general public about Native American news, culture, history, music, events, and life. NV1 programming is entertaining, thought provoking, timely and culturally sensitive and respectful to Native issues.

The NV1 network distributes its programming to a network of PRSS interconnected and independent public, tribal, and community radio stations throughout the United States and Canada. NV1 also provides its producers with a platform to reach listeners across the world via the network's live stream of programming at <http://www.NV1.org>.

These guidelines are intended to provide both existing and prospective NV1 producers with standards and basic criteria they are expected and obliged to adhere to. This document is intended as a companion to the broadcast agreement each NV1 producer is required to sign.

NV1 producers commit to following these guidelines.

### **Definitions:**

- a. **Network Identification:** All network identifications aired at the open, midpoints or close of NV1 programs will consist of the phrase, "Native Voice One. The Native American Radio Service."
- b. **Audio Logo** refers to the pre-produced audio message from NV1 used to identify the programs it distributes. It applies to all distribution platforms. NV1 may, at its discretion, change this logo and will provide reasonable notice to its producers of a pending change.

### **Program Format and Length:**

- NV1 programs may come in a range of formats: stand alone specials, limited series, modules, and on-going programs.
- Every NV1 program must be designed to accommodate announcements such as credits and Network Identifications.
- The standard format for NV1 programs is either 59:00, or 29:00. Programs longer than one hour will be considered, as will modules less than 29:00.
- 59:00 News/Public Affairs Programs should ideally include a 1:00 music bed at 29:00 for optional station cutaway. The Producer may present an alternative program clock for optional station cutaways for consideration. NV1 will give special consideration to Program Specials regarding station cutaways. All producers must present a program clock for NV1 approval 90 days prior to the broadcast date.
- Music programs may use a 1:00 floating break, within a 5 minute window at the bottom of the hour. Floating break times must be noted on the program rundown for stations.
- News/Public Affairs shows may have 1 minute billboard (00:00 – 00:59), and an optional 5 minute cutaway at the top of the hour (01:00 – 05:59) to accommodate a newscast, at the discretion of NV1 and the Program Producer.

### **Network identification:**

All NV1 distributed programs must include Network Identification. NV1 will provide each producer with NV1's standard, pre-produced :05 Audio Logo. At the discretion of NV1 and the Producer, the Producer will provide network identification as follows:

- **Top of the hour:** NV1 producers whose programs are distributed by NV1 should include network identification at the start of each hour of programming.
- **Body of the program ID:** 59:00 programs will include one mention of NV1's website, NV1.org, in the body of the program, for example "*Reach the Rez, streaming worldwide on NV1.org.*"

- **Conclusion:** NV1 pre-produced audio logo must be included at conclusion of each program (58:55, or 28:55).
- **Promotional announcements:** All promotional announcements intended for use on-air, must include NV1 Network Identification (Native Voice One. The Native American Radio Service) This is a sample promotional ending: "... next time on *UnderCurrents*, from Native Voice One. The Native American Radio Service."
- **Off-air network identification:** All program related advertising and promotional material must include an NV1 logo, and for all references made to the program in print, electronic, or other media "from Native Voice One, The Native American Radio Service" must be included with the program name. In press releases, articles or other narratives, "distributed by Native Voice One" must be included with the first mention of the program.

### **Program Delivery:**

NV1 producers are solely responsible for delivering programming to the PRSS Network Operations Center (NOC) via the ContentDepot Portal according to the following technical specifications:

- MPEG 1, Layer 2, 256 Kbps Stereo, 44.1 kHz, 16 bit
- Episode Title should be labeled with the specific file naming convention provided by NV1.

NV1 will provide each producer with a user name and password to upload program audio and metadata (program information, i.e. logo, host bio, etc) to the ContentDepot Portal. NV1's Program Manager is responsible for providing assistance to NV1 producers who are not familiar with the process.

### **Additional Materials:**

In order for NV1 to support and promote your program, Producers must provide the following material upon signing of the NV1 Distribution Agreement:

- Program Overview
- Program Clock
- Weekly Program Description (for ongoing programs)
- Host and Producers Bios
- Host Photo
- Program Logo
- Program Website (if applicable)

**Insurance:**

All NV1 producers are responsible for ensuring that their programs carry a multimedia liability policy. The policy shall have combined single-limit coverage of at least \$1,000,000. The policy must have NV1 listed as additional insured within the certificate. For short series or specials, there is usually no additional cost to have NV1 listed as additional insured.

Libel insurance is available via PRSS at cost to the producer. For more information about this insurance, contact the NPR Business Affairs Office at (202) 513-2618, or at: [http://prss.org/producers/getting\\_started/insurance.cfm](http://prss.org/producers/getting_started/insurance.cfm)

NV1 may, at its discretion, ask the producer to present verification of insurance.

If you have questions, please contact the NV1 Network Manager Burt Poley at 505.724.3577 or [bpoley@nv1.org](mailto:bpoley@nv1.org)