

**Windsor Community Television, Inc.
Policies and Procedures**



Political Programming

All political candidates and parties are welcome to use the production equipment and broadcast capabilities of WIN-TV. Programming made for a political purpose assumes all WIN-TV policies are followed, as well as the additional policies listed below.

1. Taped programs must be received at the station at least 48 hours prior to the date they will be shown. Booking studio time must be done at least two (2) weeks in advance.
2. Open Studio Provision: In the event a candidate or political party has difficulty arranging studio time with certified producers, WIN-TV will set aside a block of studio time with staff/certified members for the purpose of taping a one-time infomercial no longer than ten (10) minutes or a conversational program no longer than thirty (30) minutes. This time will be reserved on a first come, first served basis. A standard background and set design will be used.
3. There is to be no political advertising for money, i.e. no solicitations of funds, and no payment to producer(s) for services. Any program containing slanderous or unsuitable material, according to WIN-TV policies, may not be aired.
4. Each program will be scheduled at least once during prime time hours. Further airtime will be subject to the number of programs received from other candidates and other locally produced programs.
5. If for any reason the airing of a program is canceled, every effort will be made to re-schedule the program at an appropriate time.
6. Airing of political programming will cease at midnight of the day preceding an election.