



# **STANDARD OPERATING PROCEDURES**

**FOR**

**PROGRAMMING DEPARTMENT**

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**Date: September 2019**

**PROGRAMMING DEPARTMENT**  
**STANDARD OPERATING PROCEDURES**

**PROJECTED SCHEDULE**

The Projected Schedule is done monthly consisting of page templates of the days of the week (Sundays, Mondays, Tuesdays, etc.). Information (program series and/or title, episode number, length) is taken from the Program/Schedule area of the PBS Connect website (Program Offers, Updates & Flags). Other programs scheduled (such as Creative Living with Sheryl Borden and California's Gold) are offered free of charge to all PBS stations from other distributors and/or independent producers and are fed thru satellite; in studio local program productions as well as live onsite broadcasts.

Programs are also color coded.

White and/or Yellow	NPS (National Program Service) Program Series and/or Specials (single programs)
Purple/Violet	PBS Plus Programs
Light Blue	Non-NPS or PBS Plus Programs
Green	Local Programs

Color coding helps when completing the SAB Survey.

**PROGRAM SCHEDULE**

Information from the Projected Schedule is then transcribed into a monthly Program Schedule. Upon completion, the schedule is submitted electronically to the Pacific Daily News, Guam Super Shopper, and off-island contacts such as TV Guide, FYI Television, and the Tribune Media Services.

**PROGRAMMING DAILY WORKSHEET**

A template has been created for The Programming Daily Worksheet using information compiled from the Projected Schedule and Program Schedule. Information such as program and or episode number and length is taken from the Projected Schedule and Program Schedule. The compilation of information is handled by the Program Assistant as well as the TV Program Coordinator in the event the PA is on leave.

## **DAILY PROGRAM LOG**

Once all the information is written down on the worksheet, the Daily Program Log will also be created in which other information is added such as public service announcements (PSAs) spots, program promo spots, program fillers, etc. This task is handled by the Program Assistant as well as the TV Program Coordinator in the event the PA is on leave.

## **PROGRAMS FOR DAILY BROADCAST**

The programs are pulled from the tape library based on title and episode number scheduled, before or after the log has been created and printed. It's probably best to pull the programs before to avoid having to make constant changes. The log and the programs for broadcast are then given to the MCO (Master Control Operator). This task is handled by the Program Assistant and the TV Program Coordinator in the event the PA is on leave.

## **CHILDREN'S PROGRAMS**

The Children's Program Lineup is provided on a quarterly basis (calendar year: January thru March; April thru June; July thru September; October thru December) to the Program Assistant. This information is taken from the Program/Schedule area of the PBS Connect website (Program Offers, Updates & Flags).

## **KGTF PBS GUAM WEBSITE**

Information pertaining to our program schedule (featured program information, i.e., downloaded pictures, broadcast dates/times, monthly schedule in text format) for the website is provided monthly to David Sykes with Cybermag and to in house personnel Jason Fernandez.

## **REQUEST FOR PROGRAM REPLACEMENTS**

All programs with discrepancies (no audio; read problems; freezing; etc), as reported by the MCO needs replacement. Requests are channeled to PBS Media personnel through electronic mail correspondence.

## **ACADEMIC CHALLENGE BOWL**

This is an annual scholastic local program game series administered by the Guam Public School System Gifted and Talented Education program with Laura Jiblits who is the coordinator. The games consist of GPSS, private and DODEA middle and high school students. All games are scheduled thru GATE and are pre-recorded at the KGTF studio. Schedules for broadcast dates/times for the games are distributed to the GATE office, KGTF Production Department, KGTF in-house producer, and to the Program Assistant.

## **WORK ORDERS**

Work Order requests for the creation of PBS program promos with proper documentations; dubbing; or program total running time (TRT); are channeled to the General Manager and Operations Manager for approval. WO is then given to the Production Department Manager or Studio Supervisor to start on request.

Work Orders that come into Programming from other departments for the purpose of scheduling, must be complete with the approval of the General Manager and/or Operations Manager and accompanied with at least a copy of the MOU (for Programming's record keeping), indicating the start and expiration of MOU.

## **PROGRAM LOANERS**

Adheres to educational instructors, students, and/or government agencies, for use as a descriptive presentation. A form is made available for this purpose, and individual and/or agency is given one week.

## **DVD Supplies**

Maintains inventory of DVD supplies provided to Programming Department from John Muna, Production Manager, or Edmond Cheung, Studio Supervisor, and are kept locked within department area. These supplies are used for dubbing of local program masters for broadcast, complimentary, and/or programs for sale.

## **DVD PROGRAM LABELS**

Labels are created when necessary and as requested.

## **SAB REPORTS**

Provides the Administrative Officer information needed to complete section report for the SAB Survey.