



65 Day Road  
Ventura, CA 93003  
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[www.capstv.org](http://www.capstv.org)

# Community Access Partners of San Buenaventura

## FACT SHEET

### WHO WE ARE

Community Access Partners of San Buenaventura (CAPS Media) is an independent non-profit corporation formed on December 20, 2000 as an outcome of the cable franchise negotiations between the City of Ventura, Avenue TV Cable (now Charter Communications) and Adelphia Cable (now Time Warner Cable) to operate as a community access television service without discrimination servicing residents, students, employees of a business or representatives of an organization within the City of Ventura. As part of our Community Outreach Program we also partner with community, educational, service and faith-based non-profit organizations and government agencies in Ventura County who service individuals within the City of Ventura.

### OUR PURPOSE

Our purpose is to provide our members and partner organizations the necessary equipment, resources and training to produce non-commercial community based media programs to be shown on CAPS Channel 6, VTV Channel 15 and/or on the web via CAPS Media Portal, as well as to be used by organizations for purposes of promotion, donor/volunteer cultivation, training or for broadcast on other community or public media outlets.

### OUR STRUCTURE

CAPS is made up of an 13-member board which includes representatives from the City of Ventura, Ventura Unified School District, the Ventura Community College District and the Ventura County Library System, as well as various community members with an interest in Public, Education and Government (PEG) access programming. The Board of Directors meets every other month to oversee the development of the media center.

### OUR FUNDING

CAPS is not funded by local tax revenues but from a portion of the cable franchise fees paid to the City of Ventura from the two local cable companies and from local cable subscriber fees allocated to fund PEG initiatives. There are approximately 20K cable subscribers in the city of Ventura.

### OUR FACILITY

Our 6800 sq.ft. media center is open Monday and Friday from 9 am – 6 pm, Tuesday and Wednesday from 9 am – 9 pm. CAPS is closed on Thursdays, Saturdays and Sundays. We have a variety of production equipment, editing stations and television studio available for use by members.

### WHERE WE'RE LOCATED

CAPS Media center is located at 65 Day Road across from Foothill Technology High School and on the Eastern edge of the Ventura Community College.



[www.facebook.com/capstvventura](http://www.facebook.com/capstvventura)



[www.twitter.com/CAPSTVtweets](http://www.twitter.com/CAPSTVtweets)



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### How to Become a CAPS Member and use the Media Center

**Our easy four step method to getting started as a member and producing programming to cablecast on CAPS Channel 6.**

1. Join CAPS as a member – only \$25/yr for individuals and \$75/yr for organizations. Complete the membership application form, which is located in our foyer or on our website at [www.capstv.org/forms.htm](http://www.capstv.org/forms.htm) and submit in person to one of our staff members. For individual memberships, you must have proof of residency (cable or other utility bill with a street address, no PO boxes), proof of school attendance in the city of Ventura, or proof of employment in the city of Ventura. For organizational memberships, you must provide proof of non-profit status in Ventura County. Organizations are allowed four individuals under each membership.
2. Attend our orientation session – all new members must attend in order to receive necessary information about CAPS, tour the facility and learn all our policies regarding the use of equipment, facilities, cablecasting, and legal obligations undertaken by producers when submitting programming.
3. Attend our basic camera and editing classes – makes sure you know how to use our cameras and editing systems to get you started as a producer. At the end of each class you will be certified to use equipment and edit on our systems.
4. Submit a Project Proposal Form for either a new show to be produced via CAPS equipment and/or facilities or for one that has already been produced. Then submit a Cablecast Request Form when your new show is completed or for any pre-existing shows that you want to cablecast on Channel 6.