

Conditions for

The Creative Spirit Channel TV

New Vendor/Talent Policy, Procedure, Terms and

Purpose:

To ensure a smooth and efficient process for new vendors working with our TV platform, this policy outlines the necessary steps and procedures for onboarding, communication, and operational guidelines.

Scope:

This policy applies to all new vendors who wish to provide content or services on our TV platform.

Policy:

1. Vendor Selection and Approval:

- All prospective vendors must submit an application form. Through www.creativespirtchannel.com
- Vendors will undergo a vetting process, including a website check and a review of their previous and current work.
- Approved vendors will receive an official approval letter.

2. Onboarding Process:

- New vendors will participate in an onboarding session, which includes an introduction to the platform, operational guidelines, and compliance requirements. Logos and commercials have to be submitted within 48 hours of approval.
- Vendors must sign a Vendor Agreement, which outlines the terms and conditions of the partnership.

3. Content Submission:

- Vendors must submit content proposals for review and approval before production begins.
- All content must adhere to our quality standards and content guidelines.
- All programs must be TVG or TVPG- NO R content
- Final content must be submitted at least two weeks before the scheduled air date.
- Talent must be aware that this is a CRAFTING/ARTIST/ARTISAN channel. Any discussion of politics, sexual content or occult topics will not be accepted. Please make sure that you tailor your shows for crafting products and discussions.

4. **Communication:**
 - Vendors will be assigned a dedicated account manager for all communications. They can write to the Creative Spirit channel located on the website page.
 - Regular meetings will be scheduled to discuss progress, issues, and updates.
 - Any urgent issues must be communicated immediately via group text that you much participate in.
5. **Technical Requirements:**
 - Vendors must ensure all content meets the technical specifications provided in the Vendor Agreement. Active internet, know how to submit MP\$ video for uploads, a live stream platform, example: Streamyard, YouTube, Facebook live,
 - Any technical issues must be reported to our technical support team immediately.
6. **Compliance and Standards:**
 - All content must comply with legal and regulatory requirements, including copyright and intellectual property laws. (your original copies)
 - Vendors must adhere to our ethical standards and avoid content that could be deemed offensive or inappropriate. NO XRated, NO TVR-rated content this is a family show.
7. **Payment and Invoicing:**
 - Vendors must submit payments according to the schedule outlined in the Vendor Agreement on the website of the Creative Spirit.
 - Any payment discrepancies must be reported immediately To Allison Martinez Our Office Manager.
8. **Performance Review:**
 - Vendor performance will be reviewed quarterly.
 - Feedback will be provided, and vendors must address any issues or areas for improvement.
 - Consistently poor performance may result in termination of the Vendor Agreement.

Procedure:

1. **Application Submission:**
 - Vendors submit the application form via the Creative Spirit Website.
 - The vendor management team reviews applications and conducts content checks.
 - Approved vendors receive an approval letter.
2. **Onboarding:**
 - Schedule an onboarding session. with Jeanette
 - Provide vendors with the Vendor Agreement and guidelines.
 - Vendors sign and return the Vendor Agreement.
3. **Content Proposal and Approval:**
 - Vendors submit content proposals through the vendor portal.
 - The content review team evaluates proposals and provides feedback.
 - Approved proposals proceed to production.

4. **Content Submission:**
 - Vendors upload final content to the vendor portal.
 - The content review team checks for compliance with quality and technical standards.
 - Approved content is scheduled for airing.
5. **Communication:**
 - Account managers schedule regular meetings with vendors.
 - Urgent issues are communicated via emergency contact channels group text message
6. **Compliance Monitoring:**
 - The compliance team conducts regular checks on submitted content.
 - Any compliance issues are reported and addressed immediately.
7. **Payment Processing:**
 - Vendors submit invoices through the vendor portal.
 - Payments are made within The website
8. **Performance Review:**
 - The vendor management team conducts quarterly reviews.
 - Feedback is provided to vendors every quarter
 - Action plans are developed for any performance issues.

Terms and Conditions:

1.

This policy is effective as of July 15th, 2024, and will be reviewed annually.

Approved by:

Jennie Dial

CEO

Jeanette Jordan

Production Manager

Allison Martinez

Office Manager

Vendor Signature: I have READ and AGREE to The Creative Spirit Channel Policies, Procedures and Terms and Conditions.

Please Return the signed form to creativespirtchannel@gmail.com once you have signed the form.

Name: _____

Date _____