

Stevens Point Community Television Program Responsibility Form

Your Name: _____ Date: _____

Group you are Representing (if any): _____

Address: _____ City: _____

Phone: _____ E-Mail: _____

Title of Program: _____

Exact Program Length in Hours: Minutes: Seconds: _____

Briefly Describe the Program: _____

If possible, you'd like us to play this program on or before (date): _____

Before this program will be scheduled for playback, this form must be filled out completely and signed by a resident of the Community TV Viewing Area and submitted to the TV Coordinator.

Priority will be given to Government Access programs and locally-produced programs. Locally-produced programs will be scheduled for cablecast on a first-come, nondiscriminatory basis. All Programs must conform to community standards regarding obscene or indecent matter as well as local, state, and federal laws. Programs cablecast on Community TV may not contain lottery information or paid advertisements. Any program which the TV Coordinator feels might not comply with Community TV policies may be held off the programming schedule until reviewed by the Stevens Point Telecommunications Commission, or the Stevens Point City Attorney in order to ensure compliance. If written permission to cablecast or edit copyright materials is necessary, the TV Coordinator must receive that permission in writing before the program will be scheduled for cablecasting.

It is your responsibility to be sure any video tape meets the following **technical requirements** before the program will be scheduled for cablecasting on Community TV:

1. The program must be immediately preceded by at least ten seconds of recorded black or color bars.
2. The program must be immediately followed by at least ten seconds of black.
3. The tape must be cued to the end of the program.
4. The label on the spine of the tape must include the title of the program and the **exact** length of the program in hours:minutes:seconds.

If your video tape does not meet these requirements, talk to the TV Coordinator before submitting the tape. You are expected to clearly print your name and phone number on the face label of the video tape and remove the tape's erasure prevention tab before submitting the tape to Community TV for cablecasting. DVDs need not have more than 1 second of black before and after the program. Clearly print your name and phone number on the DVD if you want it back when we are done with it. It is your responsibility to pick up any tape or DVD presented to Community TV within two weeks of the program's scheduled cablecast date. Any tape or DVD not picked up within two weeks will be considered abandoned and will become the property of Community TV. Community TV assumes no responsibility for tapes or DVDs presented for cablecasting.

Statement of Compliance

I have read and understand this form and understand that as producer/sponsor of the program described above I am responsible for the program's content. I understand that Community TV is required to keep for public record the names and addresses of all persons requesting TV time for a period of two years from this date.

I have made all appropriate arrangements and obtained all appropriate clearances from broadcast stations, networks, music licensing organizations, performers, performers' representatives, and without limitation by the above list, any and all other persons as may be necessary for the authorization to edit and/or cablecast the material in this program on Community TV, on the servicing cable system.

I hereby agree to indemnify, save, and hold harmless Community Television, the servicing cable system, and the city of Stevens Point and its employees from and against any and all liability, claim, judgment, action, loss, cost, damage, injury (including death) or expense (including attorney's fees), arising out of or resulting from the program or programs referred to herein.

Date: _____ Signature of Applicant: _____