

Greensboro Community Television

CABLECAST REQUEST FORM

THIS FORM MUST BE FILLED OUT COMPLETELY FOR PROGRAM TO BE SCHEDULED.

Misrepresentation (lying) on this form WILL RESULT in producer suspension.

Producer Name _____

Producer Address _____

Producer Phone Number (Day) _____ (Night) _____

Producer Email Address _____

Contact Name (If other than producer) _____ Contact phone _____

SERIES TITLE (If applicable) _____

PROGRAM (or episode) Title _____

Program Length: _____ hr _____ min _____ sec

Note: Programs over 58 minutes requires staff approval.

I give my permission to release my phone number and/or email to the public if requested. _____ YES _____ NO

Program Classification (Please circle only one):

Community Issues: Politics, Civic Groups, Government, Economy, Event, Opinion Editorial

Cultural: Arts, Entertainment, Education, Music, Variety, Exercise, Children's Program, Profile, Sports

Beliefs: Religion, Ethnic Diversity, History, Lifestyles

OTHER _____

*Premiere- Day of the Week _____ Date _____ Time _____ AM PM

*Replay- Day of the Week _____ Date _____ Time _____ AM PM

** The times above are requested times. CABLE 8 will honor such requests whenever possible. CABLE 8 reserves the right to change any program's time as needed without producer notification. CABLE 8 reserves the right to copy the master of any program produced, whole or in part with CABLE 8 Equipment or Facilities for its archives and to replay at its discretion.**

Program is (check one):

Live _____ Pre-Recorded _____

Has this specific program/episode ever

been shown on CABLE 8 before? _____ YES _____ NO

(Is this program a repeat?)

PLEASE NOTE THE FOLLOWING:

1. Cable 8 reserves the right to cancel any live program that does not meet technical guidelines, or if the producer does not have sufficient crew to complete his/her show successfully.
2. Your DVD must have only one program.
3. If the program was produced using CABLE 8 equipment or facilities, it must state "[Portions of] This program produced through the facilities of Greensboro Community Television."
4. **NO PAPER OR PLASTIC LABELS ON THE DVDs.** You may write with a permanent marker on the disc itself, but do not place paper or plastic labels on the DVD. The DVD must be labeled with the name of the program, the running time of your program, your name and phone number.
5. Please label the spine of the case with the title of the program and the running time of your show; and on the back of the case with your name, the name of your program, the running time of your program, and a daytime phone number.
6. CABLE 8 is not responsible for lost, stolen, or damaged DVDs.

This program may not play if any of the preceding are not followed. If a program is turned in with these problems, it is the responsibility of the Member or Associate to correct them before the program is cablecast.

STATEMENTS OF COMPLIANCE

IMPORTANT: This section must be completely filled out and signed by the producer of the program listed on this form. Otherwise, the program will not be cablecast on CABLE 8. Incorrect or false information or misrepresentation of any type will result in loss of CABLE 8 privileges for the producer and this program; and in the case of #2 could result in legal action against the producer.

1. **I have read and understand CABLE 8's current Policies and Operating Procedures**, and certify that nothing in this program violates any of these policies and procedures.
➤ **Producer Signature:** _____

2. **This program does not contain any material that is** pornographic, obscene, libelous, slanderous, invades personal privacy, or is otherwise illegal according to Federal, State, or Local Law.
➤ **Producer Signature:** _____

3. **This program contains material that is inappropriate for children**, or which may be offensive to some viewers.
(CHECK ONE) ____ YES ____ NO
➤ **Producer Signature:** _____

4. **If Yes is checked in #3 above**, I understand that the program will air only between 1:00 AM and 3:00 AM, and I have included the required disclaimer as described in CABLE 8's Policies and Operating Procedures.
➤ **Producer Signature:** _____

5. **I have obtained written authorization for material or performances that require copyright or trademark authorization.** I have obtained release forms for all persons appearing on my program. No copyrighted material has been used without express permission from the holder of said copyright. All releases for written word, video images, still images and music are the full responsibility of the producer, not CABLE 8, Inc., its Staff, Board of Directors or Associates. Any copyright violations will be the full responsibility of the producer of this program
➤ **Producer Signature:** _____

6. **I further agree to the following terms and conditions** regarding the use of community access equipment and facilities provided by CABLE 8 and the Board of Directors of Greensboro Community Television. **As a user/producer I will not use my program for solicitation of funds or anything of value, or to promote the sale of products or services. I understand that CABLE 8 has no control over content;** therefore as user/producer **I accept full responsibility for program content**, and agree to indemnify and hold harmless CABLE 8, Inc., members of the Board of Directors, the City of Greensboro or Time Warner Cable, Inc. for any and all liability or other injury (including cost of defending claims or suits) arising from or in connection with claims for failure to comply with any applicable rules, regulations or other requirements of local, state, or federal authorities; for claims of libel, slander, defamation, invasion of privacy, or infringement of common law or statutory copyright; for unauthorized use of trademark, trade name, or service mark; for breach of contractual or other obligation owing to third parties by CABLE 8, and for any other injury or damage. User/producer request recognizes that CABLE 8 will make a record of all persons applying for use of CABLE 8 available to the public upon request and agrees that this application may be used for such records. User/producer agrees to accept all responsibility for any damage and/or loss of equipment in their care. This applicant states that he or she has read these "Statements of Compliance" which govern the use of CABLE 8 and its equipment and agrees to abide by the terms and conditions herein. Users/producers are responsible for completing the video project described in their program proposal.

Users/producers will not use equipment for productions not designed for use on Cable 8.

CABLE 8 is not responsible for any lost, stolen, or damaged DVDs. Any DVD left at the CABLE 8 longer than 30 days after the last cablecast date will be disposed of.

**We do everything within our power to ensure that your show will run as scheduled.
However, we cannot guarantee the cablecast of your show.**

➤ **Producer Signature** _____ **Date** _____
(If producer is under the age of 18, a parent or guardian must sign below)

PARENT/GUARDIAN SIGNATURE _____ **DATE** _____

STAFF SIGNATURE _____ **DATE** _____