



Cablecast Request Form

Request for Program Playback and Statement of Compliance

This form must be completed in full and must accompany each tape submitted for cablecasting. H-CAM "Terms and Conditions" on the back of this form must be read and agreed to. Reasonable efforts will be made to accommodate requests, but H-CAM staff reserves sole discretion in the actual scheduling of all programs. Scheduling preference is given in the following order:

1. Programs produced by H-CAM or H-CAM Members
2. Programs produced by governmental entities, elected officials, or nonprofit organizations serving Holbrook
3. Programs produced elsewhere but submitted by residents of Holbrook

H-CAM staff reserves the right to refuse any program that does not meet our standards of technical integrity.

Quarter to be aired: 1st (Jan-Mar) 2nd (Apr-Jun) 3rd (Jul-Sep) 4th (Oct-Dec)

Program Title _____

Episode Title/Number _____

Content Description (Brief)

Total Running Time _____:_____:_____

Series? No Yes If "YES" This is number _____

Have you obtained all necessary releases and obtained the required permission to use and/or play copyrighted material? No Yes If "YES" Please attach copies of all documentation with the stated copyrighted information.

Does this program contain mature content intended for adult audiences only and should only be aired after 10pm?

No Yes If "YES" does it include both an audio and visual warning? No Yes

Sponsoring Organization

Endorser Name _____

Organization Name _____

Address _____

Phone _____ Email _____

Sponsor Signature _____ Date _____

H-CAM staff has sole discretion over the playback schedule, but will consider requests whenever possible. You may include your preference for day of the week and time of day:

Day of Week _____ Time of Day _____

The Program is time sensitive, please indicate when it should start playing (allow at least two weeks from time of submission) and when it should stop playing.

Start Date _____ Stop Date _____

BY SIGNING THIS FORM ON THE NEXT PAGE, YOU INDICATE YOUR UNDERSTANDING & COMPLIANCE WITH ALL OF THE CONDITIONS STATED & AGREE TO BE BOUND BY THEM. (Endorser as defined by Holbrook Community Access and Media, Corp)

H-CAM staff reserves the right to refuse any program that does not meet our standards of technical integrity. Formats that will be accepted are: DVD and Digital File.

All DVDs/Files must be legibly and completely labeled with program name, producer and running time. Program **must have** ten seconds of black and countdown at the beginning and 30 seconds of black at the end.

It is your responsibility to deliver your program to the studio. If you wish to pick up your program, it is also your responsibility to do so. If you do not within 30 days of drop off, your DVD/File may be recycled.

An Endorser must be a resident of Holbrook; and must sponsor and sign this form in order for that program to air. Failure to do so will result in the program not airing

Your application (this form) must be resubmitted for renewal every 6 months.

Failure to resubmit on a b-annual basis will result in cancellation of playback until form is renewed.

The content of the program **must not** contain:

- Obscene material
- Commercial advertising or commercial content in nature
- Any lottery, or any advertisement or information concerning any lottery
- Promotional material concerning products or services presented for the purpose of any solicitation of money or other things of value
- Any material which constitutes libel, slander, invasion of privacy or publicity rights, unfair competition, violation of trademark or copyright, or content which may violate any local, state or federal law.

If the content contains material which would commonly be considered to be inappropriate for children, the tape **must include a warning message** at the beginning of the program which is clearly spoken as well as readable on-screen. An example of such a message is, "The following program contains material which may be offensive to some viewers or may be inappropriate for viewing by children." Failure to include this warning will result in the program not airing.

The undersigned is solely responsible for knowing, accepting and complying by all H-CAM policies and procedures set forth by Holbrook Community Access and Media, Inc. By signing this form you agree to all terms and conditions stated by the policies and procedure s of H-CAM. Failure to comply may result in the program not airing.

You must obtain and/or be responsible for all necessary approvals, clearances, licenses, copyright privileges, etc. for the use of any program material that is cablecast by H-CAM. This includes but is not limited to approvals by broadcast stations, networks, sponsors, music licensing organizations, copyright owners, performers' representatives, all persons appearing in or referred to in the program, and any other approvals that may be necessary to transmit program materials.

The undersigned will hold harmless H-CAM – its staff, board of directors, volunteers, and the communities it represents from any and all claims arising out of any use of your program material that is cablecast. This includes, but is not limited to, any claims of libel, slander, invasion of privacy or publicity right, noncompliance with applicable laws and

Presenter Signature _____ Date _____

Address _____ City/State _____ Zip _____

Email Address _____ Phone _____