



Individual Cablecast Request

<u>Project Title</u>	<u>Project ID #</u>
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- The content is at least 50% locally generated and qualifies for the Community Access Network (CAN).
- The content of this program has already played on the Community Access Network.
- The program originally aired LIVE and has since been altered or edited.
- Program contains adult content or material which could be considered objectionable.
(Provide explanation below)
- Yes, please email the schedule to: _____

<u>Production Date (MM-DD-YY)</u> / /	<u>Earliest Play Date (MM-DD-YY)</u> / /	<u>Last Play Date (MM-DD-YY)</u> / /
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<u>Media Type</u> <input type="checkbox"/> Digital File <input type="checkbox"/> DVD <input type="checkbox"/> Videotape	<u>Program Length (HH:MM:SS)</u> : :	<u>Program ID #</u>
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Programming submitted under this Cablecast Request must meet TVCTV's technical standards. Programming that does not meet the requirements will be returned. An Individual Episode Programming Data Form must accompany each program submitted under this Cablecast Request. Programs containing objectionable material must follow the appropriate sections of the [TVCTV Producer Policies & Procedures Manual](#).

Media submitted will be processed by TVCTV's staff and is not available to you for modification in any way. Media will be returned to the front desk for your pickup. Media left in excess of 30 days from submitted date may result in TVCTV recycling or destroying the media.

Project Description *TVCTV requests a brief overview of the project subject and nature suitable for publishing of up to 120 characters.*

Describe the adult content or material which could be considered objectionable.

LEGAL REQUIREMENTS

As the **Producer** / **Sponsor**, I hereby acknowledge that:

1. I have read and understand the TVCTV Producer Policies & Procedures;
2. I am liable for all program content on any programs submitted under this request;
3. I agree to defend, hold harmless and indemnify MACC/TVCTV on any and all claims, damages and costs that arise from the cablecast of programs submitted under this request;
4. I have obtained all necessary releases (i.e., talent, music, etc.) and clearances for the cablecast of the material;
5. I am thoroughly familiar with the contents of each program to be cablecast under this request and agree that it will not contain:
 - a. Any advertising or material that promotes a commercial product, service, or lottery
 - b. Any unlawful use of copyrighted material
 - c. Any material that is libelous, slanderous, or other defamation of character, or material that is an unlawful invasion of privacy
 - d. Any material that violates local, state or federal laws relating to obscenity
 - e. Any solicitation for funds
 - f. Any material that violates local, state or federal laws/regulations, or TVCTV policies

I have read and understood the policies and procedures of Tualatin Valley Community TV and have complied with the legal, technical, and procedural requirements, as stated therein, as well as the additional policies listed on this form.

<u>Name</u> (PRINT)	<u>Member ID #</u>	<u>Date (MM/DD/YY)</u>
<u>Producer Signature</u>	<u>Notes or Comment</u>	

TVCTV use only		
<input type="checkbox"/> Project Planning Guide filed	<input type="checkbox"/> Program schedule established	<input type="checkbox"/> Schedule emailed