

Staff Use Only

Facil ID#: _____ Date Received: _____ Date Entered: _____ Entered By: _____



REQUEST FOR CABLECAST



This document is required with each submission of content for broadcast.
Failure to complete entire form may result in rejection of submission.

Member Name: _____ Today's Date: _____

Member Mailing Address: _____

Show Title: _____

Episode # and/or Title : _____ # of DVDs/Tapes Submitted: _____

One Shot? _____ Series? _____ Program Length: _____ : _____ Day of Broadcast: _____

Program must not exceed either 28:30 or 58:30

Date of Broadcast: _____ / _____ / _____ Time of Broadcast: _____ : _____ AM / PM

Programs should be turned in Thursday by 5pm for airtime the following week starting Monday.

Broadcast duration: 1 wk. 2wks. Until new submission Other: _____

Series timeslots will be lost if no new programs are submitted within a two month period.

Would you to like pick up your program after it's aired? Yes No



CHECK BOX IF PROGRAM CONTAINS INDECENT MATERIAL OR PROFANITY.

Program will be aired after 11pm. Program MUST contain disclaimer (see back of form for details)

PROGRAM ORIGINATION: Please select one

Local - Chapel Hill / Carrboro Local - Durham Local - Raleigh/Triangle Non Local*

*60% or more of the program has been produced or acquired from outside of TPC/DCM18's contracting area and requires local sponsorship. The contracting area is defined as Orange, Wake, Chatham, & Durham counties.

PROGRAM SUBJECT: Please select ONE category

Educational - Entertainment - Film Festival - Health - Informational

Local Affairs - Music - NC Related - PSA - Public Affairs - Soapbox - Spiritual

FORMAT: Any program submitted on a format other than DVD or MPG2 MUST be converted for broadcast
A producer can be trained to convert the program themselves or pay a fee of \$5 per episode for staff time.

Please circle one

DVD - MINIDV - SVHS - VHS - MPG2

All questions or concerns regarding this program should be addressed to:

Be aware that the below information will be provided to viewers who contact TPC/DCM18 with comments about your program

Name: _____ Ph: _____ Email: _____

TECHNICAL REQUIREMENTS

Initials on line indicates that you have read and complied with the technical requirements set out by The Peoples Channel and Durham Community Media. IF THE REQUIREMENTS ARE NOT MET, THE PROGRAM SUBMITTED WILL BE REJECTED FOR BROADCAST.

_____ Only ONE program per DVD

_____ Have reasonable audio on both channels (i.e., peak audio level between 0 db +2 db).

_____ DVD submissions need zero seconds of black before the first frame of video (pre-roll). If submitted on tape, programs must begin with a leader consisting of at least 10 seconds of black before the first frame of video.

_____ DVD submissions must end with zero seconds of black following the last image (post-roll). If submitted on tape, end with at least 10 seconds of black following the last image.

_____ Contain, as the last image, the following text held on screen for a minimum of 15 seconds: television program producer identification and contact information. Staff can add this information for a \$5 fee per episode.

WITHOUT PRODUCER/SPONSOR CONTACT INFORMATION, THE PROGRAM WILL NOT AIR.

_____ Labels with the show title, length of program, air date and time, and the television program producer/submitter contact information affixed to the tape and the tape case or clearly displayed on CD, DVD, or embedded in metadata of a file. DVD's must have a sleeve/case or it will not be accepted.

_____ Series programs must not exceed 28:30 or 58:30 minutes.

_____ Any television program produced with TPC's and/or DCM18's equipment must carry the following acknowledgment in the credits: *"This program was produced through the facilities of The Peoples Channel and/or Durham Community Media."* If this or equivalent acknowledgment (as deemed appropriate by TPC/DCM staff) is not made at the end of the program, staff can train the producer to do so themselves or can be completed for a fee of \$5 per program.

_____ If the program contains material that is inappropriate for children or may be offensive to some viewers, it must carry a disclaimer for a minimum of 15 seconds at the beginning of the program. Programs longer than 28 minutes must carry the same disclaimer for 15 seconds within each subsequent 30 minutes of the program. This disclaimer must appear in text and spoken form, as follows: *"The following program contains material which may be inappropriate for viewing by children and young people, or may be considered offensive by some viewers. Viewer discretion is advised. The content of this program is solely the responsibility of [insert television program producer's name] and not The Peoples Channel, Durham Community Media, its staff, or its Board of Directors."* Staff can add this information for a \$5 fee per episode.

INDEMNIFICATION CLAUSE:

I have made all appropriate arrangements with and have obtained all clearances from broadcast stations, networks, sponsors, music licensing organizations, performers (or their representatives), guests, and without limitation from the forgoing of any and all persons as may be necessary to transmit my program material over the facilities of The Peoples Channel. I hereby indemnify and hold The Peoples Channel, its officers and employees, harmless from and against any and all losses, claims, damages, liabilities or amounts paid in settlement of pending or threatened litigation which arises out of or are based upon the content of programming being furnished or produced by me including without limitation, an assertion of defamation, copyright infringement or other rights of privacy, and shall reimburse The Peoples Channel, directors, officers, and/or employees for any legal and/or other expenses incurred by them in connection with investigating any such claims or defending any such actions, and in connection with this indemnity, The Peoples Channel shall have the right to select a defense council of its choice.

I hereby declare that the above information is correct and agree to provide TPC/DCM18 proof of residency. I understand if the given information is false, I may lose equipment and/or facility privileges from The Peoples Channel & Durham Community Media. By signing below I agree to adhere to all the Policies and Procedures set for by The Peoples Channel & Durham Community Media.

Signature: _____ **Date:** _____

If producer is a minor (under 18 years of age):

I declare that I am the parent or legal guardian of the above named minor and that I hereby authorize, approve and agree to the above.

Name: _____ **Phone:** _____

Relationship: _____ **Email:** _____

Signature: _____ **Date:** _____