



Hamilton-Wenham Community Access And Media, Inc.

775 Bay Rd
Hamilton, Ma 01982
978-468-1320
info@hwcam.org

PROGRAM REQUEST FORM

Name: Organization (if applicable):
Street Address: Apartment or Suite #:
Town: State: Zip Code:
Home Phone: Work Phone: E-mail:
Birth Date (if under 18):

PROGRAM INFORMATION

Program Title:
Single Series Episode # Episode Title:
Date Produced: Is this program produced locally? Yes No Where?:
Format: VHS DVD DV Mpeg2
Exact Running Time: hours minutes seconds
Personal appearance / talent release obtained, if needed? Yes No
Copyright release(s), if needed? Yes No
Program Description:

Have you received underwriting or grant funding? If so, please list all sources and amounts.

I have read and understand the HWCAM Programming Policies and agree to be bound contractually by all the provisions therein. I understand the guidelines and warrant that the program I am submitting conforms to them and assume full responsibility for the content of all program material I am submitting. I assume full responsibility for any and all disputes arising from the cablecasting /webcasting of the program and agree to hold harmless in such disputes HWCAM, their officers, agents and employees. I understand that I may be criminally or civilly liable for performing or producing such material which is cablecast / web-cast.

\*Signature: Print Name: Date:
(\*If the person signing is under age 18, a parent or legal guardian must sign below.)

I hereby certify that I am the parent or legal guardian of the above and I give my consent to the foregoing on behalf of him or her.

Signature of parent/guardian: Print Name: Date:

As producer of the above program, I hereby give HWCAM permission to duplicate the above program for promotional purposes or distribution to other cable access centers.

Signature: Date:

## PROGRAMMING POLICIES

HWCAM recognizes that the underlining premise of public access television is to allow citizens to use the medium to exercise their First Amendment rights. A member of HWCAM acknowledges that they take full responsibility for the content of the programming submitted to be cablecast/webcast and agrees to permit HWCAM to provide his or her name and phone number as included on the required Program Request Form to viewers who wish to respond directly to content and/or views expressed in his or her program. Channel time will be allocated on a first-come, first-served basis.

### **The submitted program may not include the following:**

- Lotteries / Contests
- Illegal Material
- Licensed Material
- Advertising / Commercial Endorsements
- Unauthorized Fundraising
- Obscene / Indecent Content

The HWCAM producer retains ownership of the content of any program produced with HWCAM equipment or facilities and is entitled to one free VHS or DVD dub of the program. HWCAM reserves the right to cablecast/webcast any program produced using its equipment and facilities any number of times or for promotional purposes on its channels and or web site. It is the producer's responsibility to coordinate with HWCAM the return of any tape stock.

Programs scheduled for a half-hour slot must not exceed a total running time of 30 minutes. Programs scheduled for an hour slot must not exceed a total running time of 60 minutes

All tapes delivered to HWCAM for cablecasting must be rewound and properly labeled. Labels must be placed on the tape itself, the outside of the tape, and on the spine of the tape case. Tapes delivered without cases will not be accepted. Tape cases and labels must contain Program Title exactly as it appears on the Program Request Form; Series Title and Program Number (if applicable); Correct IN and OUT times; and Correct Program Length. Submitted programs need to fulfill minimum technical quality standards, namely:

- audio levels are consistent;
- no audio hum or distortion exists
- video is free from graininess
- edits are clean
- contains 45 second leader preceding the program; DVDs do not require leader time
- tape/disc is properly labeled
- a title of the program and identifying credits

### **All programming must contain the following disclaimer:**

*"The editorial and content responsibility of the following program lies solely with the program producer. This program does not necessarily reflect the views of Hamilton-Wenham Community Access and Media Inc."*

Programs not meeting the above requirements may be ineligible for scheduling on any HWCAM operated access channel or web cast. Such a program may be withdrawn during an actual cablecast or webcast if said program is deemed to be of inadequate technical quality by the HWCAM Executive Director.

The HWCAM Executive Director makes final decisions regarding specific cablecast/webcast times. HWCAM reserves the right to cablecast/webcast any program more than once.