



# Channel Time Request Form/ Producer's Indemnification Form

*Note: This form must be completed each time a new show is submitted for your program to be cablecast*

### Producer Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Would you prefer to be contacted by phone or email? \_\_\_\_\_

### Sponsor Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Would you prefer to be contacted by phone or email? \_\_\_\_\_

### Program Information

This is a: \_\_\_\_\_ Single Program/Special\* \_\_\_\_\_ New Series\* \_\_\_\_\_ Existing Series

*\*If this is a new Series or a Special, please speak with the Programming Staff regarding available time slots.*

#### For a Series:

How often will new programs be supplied? \_\_\_\_\_ Weekly \_\_\_\_\_ Every Two Weeks \_\_\_\_\_ Monthly

Do you have a pre-determined time slot? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will this episode play in that time slot? \_\_\_\_\_ Yes \_\_\_\_\_ No

Program Title \_\_\_\_\_

Format: \_\_\_\_\_ DVD \_\_\_\_\_ VHS \_\_\_\_\_ Electronic file (Mpeg2, Quicktime, etc...)

Total Running Time: \_\_\_\_\_(hours) \_\_\_\_\_(minutes) \_\_\_\_\_(seconds)

(Example: a 1 hour, 2 minute and 30 second show would be 01:02:30)

Preferred day and time of first cablecast: \_\_\_\_\_

#### Optional

Does this program contain materials which may be inappropriate for young viewers? \_\_\_\_\_ Yes \_\_\_\_\_ No

*If yes, this program will cablecast after 10:00 pm and conclude by 5:00 am*

***Please Note: Due to space limitations, programs left at PACTV longer than 30 (thirty) days will be destroyed.***

#### For Office Use Only:

Date of first play: \_\_\_\_\_

File Name: \_\_\_\_\_

**Presentation of the following is prohibited:**

- Any commercial advertising or programming, including the promotion or the sale of any service or product, price information, calls to action or inducements to buy. Contact information is limited to the name of the business; addresses, phone numbers, and web sites may not be included.
- Programming that PACTV determines does not have the clearances, releases or other assurances, or cannot provide copyright permissions.
- Programming that falls below the minimal technical standards for cablecast.
- Programming that does not fall under constitutionally protected speech and raises serious risk of liability on the part of PACTV. This may include, but is not limited to: libel, slander, unlawful invasion of privacy, sedition ( advocacy of violent overthrow of the government) or obscene material.

Time on PACTV’s channels is available for programming produced or sponsored by Duxbury/Kingston/Pembroke/Plymouth residents and designated representatives from businesses and organizations. Any resident, business or organization with a valid Duxbury, Kingston or Plymouth address may sponsor a program to be shown on PACTV.

PACTV, the towns of Duxbury, Kingston, Pembroke and Plymouth, and the cable operators are not responsible for the content of the programming shown on the community cable channels or on PACTV’s website. The responsibility and liability for such content lies solely with the person who submits the programming and signs the Cablecast Agreement. PACTV, the cable operators and the towns of Duxbury, Kingston, Pembroke and Plymouth assume that the producer or the party who submits the programming and signs the Cablecast Agreement has obtained all necessary releases and clearances. The individual who submits the programming may be asked to furnish proof that proper releases and clearances have been obtained.

I have read this form, understand it, and agree to the policies of PACTV. I agree to hold harmless the cable operator, the towns of Duxbury, Kingston, Pembroke and Plymouth, PACTV, its directors and employees (and their successors) from any liability, loss, claim, cost or damage of any nature whatsoever which may arise by reason of any claim that any material produced, cablecast, or disseminated by me infringes or violates any rights of any person or organization.

**Do you have the right to submit this program?**                                  Yes                          No  
(Copyright permission for content, music, performance, etc...)

**Have you obtained necessary releases and clearances?**                                  Yes                          No  
(Talent releases, regarding content, etc...)

**Did you use music from the Production Garden Library?**                                  Yes                          No  
(If not, you are required to gain written permission by the publisher(s) and/or copyright owner(s) of all non-licensed music used as part of your program. If permission has been granted, **Full Credit** is required by listing the work’s title, author(s), and performer(s) in the credits section of the audio/visual production. At any time PACTV may request written proof of the afore-mentioned permissions and reserved the right to deny a channel time request if such proof cannot be provided. .)

Signature of Duxbury/Kingston/Pembroke/Plymouth Resident:

\_\_\_\_\_

Date: \_\_\_\_\_

Signature of Parent/Guardian (if above is under 18):

\_\_\_\_\_

Date: \_\_\_\_\_