



# Series Cablecast Request

<b>Project ID #</b>	<b>Project Title</b>
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<b>Season Requested</b> <i>(check one)</i> <input type="checkbox"/> January – June <input type="checkbox"/> July – December	<b><i>Please write a brief project description on the reverse of this form. No more than 120 characters, please!</i></b>
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<b>Frequency Requested</b> <i>(check one)</i> <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly	<b>Planned Length</b> <input type="checkbox"/> 28m30s <input type="checkbox"/> 58m30s <input type="checkbox"/> Other:
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**Yes. Please email this season's schedule to:** \_\_\_\_\_

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.

**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.**

<b>Name (Print)</b>	<b>Member ID #</b>	<b>Date (MM-DD-YY)</b>
<b>Signature</b>	<b>Notes or Comment</b>	

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