

Program Distribution Agreement

cctvcambridge.org/forms



Cambridge
Community
Television

CCTV distributes programs on multiple platforms including, but not limited to: channels (Comcast cable channels 8, 9, & 96 in Cambridge), webstreams (cctvcambridge.org), video on demand/VOD platforms (e.g., YouTube, Vimeo, Archive.org), and social media (e.g., Facebook, Instagram, Twitter). Programs produced or sponsored by Cambridge residents, businesses, or organizations may be distributed on any or all of these platforms. Any Cambridge resident, business or organization may submit one single program per year to be distributed by CCTV for free. Any entity wanting to submit more than one program per year must be a member of CCTV.

▶ **Producer** _____ **Date** _____

If the producer is a business or organization, also specify a contact person.

Address, city, state, ZIP _____

Phone home _____ work _____ cell _____

Email address _____

▶ **The program must be sponsored by a Cambridge resident (over 18), business, or organization. The producer may be the sponsor: if so, disregard this section.**

Sponsor _____

If the sponsor is a business or organization, also specify a contact person.

Cambridge address _____ **ZIP** _____

Phone home _____ work _____ cell _____

Email address _____

▶ **Program type:** _____ **Program title** _____ **Language** _____
Specify one. _____
one. _____

Description: CCTV requires a complete description for distribution _____

Single
Series

_____ **Length** _____ **hours** _____ **minutes** _____ **seconds** _____

For series: Episodes must have uniform lengths, or they may be cut short.

▶ **Did you produce the program or have you obtained permission of the producer to submit the program?** Yes No

Was the program produced with CCTV equipment/facilities or an approved CCTV Production Contract? Yes: CCTV may distribute the program on all platforms.
No: CCTV has my permission to distribute the program on all platforms EXCEPT channels and webstreams VOD platforms social media

▶ **Does the program contain copyrighted content for which you have not obtained releases, licenses, or other necessary clearances for distribution by CCTV?** Yes No

Does the program contain potentially objectionable content? See reverse for limitations on distribution.
Yes: Explain _____ No

▶ **Specify preferred dates/days and times for distribution of the program to begin and/or end.** Unless specified, CCTV may begin distribution any time after submission of this form and end distribution any time thereafter. CCTV will try to honor (but cannot guarantee) preferences.

For series: Submit new episodes at least two business days before first distribution day, or CCTV will end distribution. For distribution on channels and webstreams, specify times to be shown on a weekly or monthly frequency.

▶ **Program submission type:** Specify one.
Digital file on USB drive or SD card Digital file in email to distribution@cctvcambridge.org Video DVD
Include program title and producer name and contact information with submission. The program must meet minimal technical standards. The producer is responsible for any digital file or media failure. CCTV cannot store media after 30 days. Digital file must be MPEG2, H.264, or Apple ProRes.

▶ **Continue on reverse:** The producer and sponsor must sign and date this form.

Distribution of all programming may be preceded by disclaimers indicating that legal responsibility for program content lies with the producer and not with CCTV, nor the City of Cambridge, nor the cable provider.

Distribution of the following is prohibited by CCTV:

Content not protected by the First Amendment of the U.S. Constitution: Programming that does not fall under constitutionally protected speech and raises serious risk of liability on the part of CCTV. 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. Obscene material as determined by the courts is material which: to the average person, applying contemporary community standards, taken as a whole, appeals to the prurient interest; depicts or describes sexual content in a patently offensive way; and taken as a whole, lacks serious literary, artistic, political, or scientific value.

Commercial content: Programming that contains advertising, promotion of the sale or price of any product or service, commercial calls to action or inducements to buy, and business contact information in the form of addresses, phone numbers, and websites. **Exception:** Non-English programming may contain commercial content when distributed solely on channel 96.

Copyrighted content: Programming that contains copyrighted content without releases, licenses, or other necessary clearances from copyright holders and/or those appearing in the production.

Distribution of the following may be limited by CCTV:

Potentially objectionable content: CCTV reserves the right to limit distribution of programming if it contains potentially objectionable content including, but not limited to: strong, coarse language, intensely suggestive dialogue, or coarse indecent language; intense sexual situations or explicit sexual activity; most forms of nudity; intense or graphic physical violence or degradation; or graphic depiction of medical procedures. Limitations may include, but are not limited to: restricting times to be shown on its channels and webstreams, and restricting availability on its VOD platforms and social media.

CCTV, the City of Cambridge, and the cable provider are not responsible for the content of the programming shown on its channels, webstreams, VOD platforms, and social media. The responsibility and liability for such content lies solely with the person who submits the programming and signs the Program Distribution Agreement. CCTV, the City of Cambridge, and the cable provider assume that the producer or the person who submits the programming and signs the Program Distribution Agreement has obtained all releases, licenses, or other necessary clearances. The person who submits the programming may be asked to furnish proof that all releases, licenses, or other necessary clearances have been obtained.

► **By signing and dating this section, I state that I have read this form, understand it, and agree to the Policies of Cambridge Community Television (CCTV). I accept the responsibility and liability for content produced and/or submitted by me. I agree to hold harmless the cable provider, the City of Cambridge, CCTV, and CCTV's 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 or distributed by me infringes or violates any rights of any individual or organization.**

Producer signature _____ **Date** _____

Are you over 18? Yes No: Provide parent/guardian's signature _____

Sponsor signature _____ **Date** _____

OFFICE USE ONLY	Date processed _____	ID # _____
First program scheduled _____		
Title _____		
Staff _____		v 2019.06.27

CCTV
438 Massachusetts Ave.
Cambridge, MA 02139
Phone 617.661.6900
Fax 617.661.6927
info@cctvcambridge.org
www.cctvcambridge.org
Channels 8, 9, & 96