

Cablecast Agreement



Use this form to submit programming to Cambridge Community Television's three cable channels. This form must be completed **entirely** to be scheduled for cablecast.

Producer Information

Complete this box with information about the producer(s) of this program.

Producer Name _____
Organization _____
Address _____
Phone Home _____ Work _____ Cell _____
Email _____
The producer of this program must sign this form on the reverse side.

Local Sponsor Information

Complete this box with information about the Cambridge resident sponsoring this program.

Sponsor Name _____
Organization _____
Address _____
Phone _____
Email _____
The resident sponsoring the program must sign this form on the reverse side.

Program Information

Complete this box with information about the program you are submitting.

Program Title _____ <input type="checkbox"/> Single <input type="checkbox"/> Series
Description _____
Language _____ Program Contact Info _____
Select ONE: <input type="checkbox"/> Arts <input type="checkbox"/> Culture <input type="checkbox"/> Health <input type="checkbox"/> Neighborhood <input type="checkbox"/> Politics <input type="checkbox"/> Science <input type="checkbox"/> Travel <input type="checkbox"/> Business <input type="checkbox"/> Education <input type="checkbox"/> Nature <input type="checkbox"/> People <input type="checkbox"/> Religion <input type="checkbox"/> Technology
Length (hr:min:sec) _____ Media Format <input type="checkbox"/> Video DVD <input type="checkbox"/> Data DVD <input type="checkbox"/> MPEG2 File*
Preferred Day/Time for Cablecast _____ *Where is the file? _____

Requirements & Standards

- Program media must be submitted with this request on DVD or MPEG2 file.
- Program must be clearly labeled with title, producer and exact program length; MSN#'s for series episodes.
- Program DVDs must play video on first menu action. No deep menus, no scratched discs.
- Series programs must submit new episodes on the schedule indicated or they will be canceled.
- Series program episodes must be identical in length or may be cut short on TV.
- Media not collected by the producer within 30 days after final play becomes the property of CCTV.

OFFICE USE ONLY	Date ___ / ___ / ___	ID # _____
Program Scheduled ___ / ___ / ___	Contract # _____	MSN # _____
Title _____		
Staff _____		v. 09.08.2010

CCTV

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CHANNELS 9.10.22

CCTV has the right to schedule potentially objectionable material between the hours of 11 PM and 5 AM and to place a disclaimer before and after any program that, in the best judgement of the staff, may be objectionable to cable subscribers. Please see CCTV's Programming Policies for definitions of potentially objectionable.

Presentation of the following is prohibited:

- Any commercial advertising or programming (except during non-English programming on Channel 22) including: promotion of the sale of any service or product, price information, calls to action or inducements to buy.
- Contact information is limited to the name of a business; addresses, phone numbers, and web sites may not be included.
- Programming that CCTV believes does not have clearances, releases, or other assurances.
- Programming that falls below minimal technical standards for cablecast.
- 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.

Time on CCTV's channels is available for programming produced or sponsored by Cambridge residents, and designated representatives from businesses and organizations. Any resident, business or organization with a valid Cambridge address may sponsor a single program to be shown on CCTV's channels. CCTV requires that the sponsor and/or the producer of series programs become an Affiliate or Access Member of CCTV.

Do you have the right to submit this program?	YES	NO
Have you obtained necessary releases and clearances?	YES	NO
Does your program contain excessive profane language, nudity, sexual activity, extreme violence or degradation, or graphic depiction of medical procedures?	YES	NO
Did you use music from the Bandwidth library?	YES	NO
If so, you are required to give FULL CREDIT to the producer. Full credit means listing the work's title, author(s) and performer(s) in a credits section of the audio/video production. In order for this form to be complete, you must submit the credits for the music that you used.		
May we show your program on the internet?	YES	NO

CCTV, the City of Cambridge, and the cable operator are not responsible for the content of the programming shown on the community cable channels or on CCTV's web site. The responsibility and liability for such content lies solely with the person who submits the programming and signs the Cablecast Agreement. CCTV, the cable operator, and the City of Cambridge 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 CCTV. I agree to hold harmless the cable operator, the City of Cambridge, Cambridge Community Television, 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.

Producer Signature: _____

Sponsor Signature: _____

Date: _____

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