

# CABLECAST REQUEST FORM

Program or Series Title - (Series Must Indicate Episode Number)

<b>m</b>	<b>s</b>	<b>m</b>	<b>s</b>	
CUE TIME		RUN TIME		PROGRAM TYPE

## Section A

Please provide a brief and precise description of your program suitable for publicity purposes:

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Request Cablecast Dates & Times:

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Acceptable Cablecast Days & Time  
(Circle Options)

	<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>	<b>S</b>
Morning 7AM - 12PM		Afternoon 12PM - 5PM	Evening 5PM - 7PM	Prime Time 7PM - 11PM	Late Night 11PM - 1PM		

Can this program to remain in the library be replayed at the discretion of CTV? **Y or N**

Is this program suitable for scheduling throughout the year? **Y or N**

If no, what is the suitable time frame? \_\_\_\_\_

Does this program contain adult material which may require special scheduling (ie. late hours)? **Y or N**

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

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

## Section B

Before Submission **READ AND SIGN BELOW**

I have read and understand all legal and technical requirements located in the Policies and Procedures of Staten Island Community Television and I am fully aware of my responsibility as the Volunteer Producer of this program.

Address: \_\_\_\_\_

Staten Island, New York 103\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
(Producer or Sponsor SIGNATURE)

\_\_\_\_\_  
(PRINT FULL NAME)

\_\_\_\_\_  
Date

## STAFF ONLY

Tape Accepted by \_\_\_\_\_ Date \_\_\_\_\_

COMPUTER CODE

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## I. Technical Requirements:

**FORMAT:** Programs must be submitted on **DVC PRO - M or L** videotape.

**AUDIO:** All audio must be on **CHANNEL 2 ONLY**

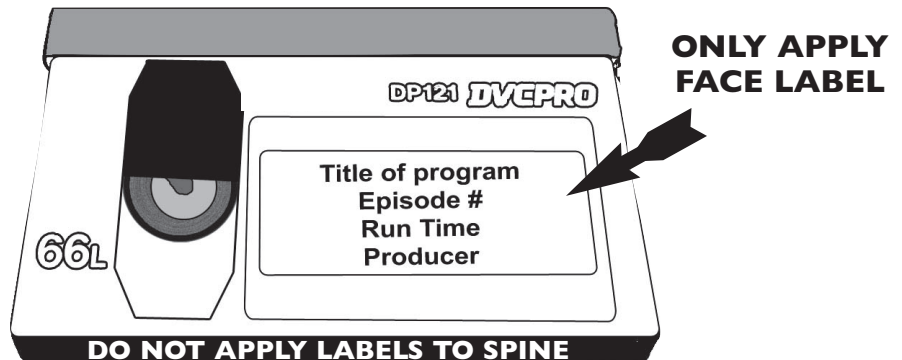
**CUE TIME:** One Minute = 20sec Black, 30sec Color Bars, 10sec Countdown.

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## II. Label Requirements:

Label only the Face of the Tape.  
DO NOT label the Spine of the  
Tape.

Label as seen in the diagram:



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## III. Tape Return Policy:

*(Section XI Program Scheduling, Category F Series Programming, Article)*

TAPES MUST BE RETRIEVED NO LATER THAN 30 DAYS AFTER THE SEASON'S END OR THEY WILL BE ERASED FOR USE BY THE PUBLIC. PRODUCERS/SPONSORS MAY PICK UP TAPES AFTER THEIR FINAL PLAY OR HAVE CTV RETURN THEM IN A SELF ADDRESSED POSTAGE PAID CONTAINER PROVIDED BY THE PRODUCER/SPONSOR.

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## V. Legal Requirements:

I. As the Producer/Sponsor, I hereby acknowledge my Responsibility and Full Liability for the content of this program, which at my request will be shown on the public access channels administered by Staten Island Community Television. I have signed and submitted a Statement of Compliance to CTV and acknowledge Part.IX sec.B of CTV's Policies and Procedures as well as sec.C part F.

### Part IX - Program Content

#### Sec B.

(1) Liability for the program content rests exclusively and fully with the program's volunteer producer or sponsor.

(2) Neither the cable television company (Time Warner) or access corporation (Staten Island Community Television Inc.,) whose facilities are used to transmit a program produced by a person other than such cable company, and access corporation, nor the officers, directors or employees of any such cable television company or access corporation shall be liable for any damages arising from any obscene or defamatory statements or actions or invasion of privacy occurring during any program when such company or corporation does not originate or produce such program.

**Sec C. (f)** Any unlawful use of copyrighted material. Liability for such unauthorized use shall rest solely with the volunteer producer. The volunteer producer further agrees to hold harmless the cable company, the access corporation and their officers, directors, and employees for any damages arising from such use.

