



Somerville Community Access Television  
 90 Union Square  
 Somerville, MA 02143  
 617-628-8826 (voice)  
 617-628-1811 (fax)  
 programming@access-scat.org

## Program Proposal/Cablecast Request

Submit this form with your completed program for cablecast. SCATV members may only have two projects in production at one time. Programs may air up to four times on Channel 3.

Producer \_\_\_\_\_ Mem. Exp. Date \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Program/Series Name \_\_\_\_\_  
 Anticipated Completion Date \_\_\_\_\_

Program Category:  
 Informational  Religious  Arts/Culture  
 Documentary  Event Coverage

Program Origination:  
 Member  Organization  Grant/Contract  
 Independently produced in Somerville  
 Independently produced in Boston area  
 Independently produced outside of Boston

Actual Completion Date \_\_\_\_\_ Program duration (h:mm:ss) \_\_\_\_\_

Is this program for certification: \_\_\_yes \_\_\_no  
 Does this program contain nudity, profanity, or excessive violence? \_\_\_yes \_\_\_no  
 Does this program contain material copyrighted by someone else? \_\_\_yes \_\_\_no  
 (if yes, you must provide a signed release form upon request)

Anyone requesting cablecast time:  
 1) must be thoroughly familiar with the program's content and shall agree to take full responsibility for that content.  
 2) must take responsibility to obtain clearances and permissions as may be needed from any and all organizations, individuals, and groups to cablecast this material on the access channel.  
 3) is solely and completely liable for any false, misleading or slanderous statements in the program and is fully responsible for the program content and compliance with all applicable laws, including, when relevant, election laws.

SCATV will not cablecast programs identified as having material that the law prohibits SCATV from cablecasting. The following may not be shown on the access channel: advertising or material that promotes any commercial product or service; material that constitutes libel, slander, invasion of privacy or publicity rights; material in violation of FCC regulations, local, state, or federal laws; material containing indecency or obscenity as defined by community standards; any material containing unauthorized use of trademark or copyright. The person submitting the program for cablecast is responsible for the contents of the program. All persons requesting cablecast time at SCATV are required to disclose, on the Cablecast Request

Form, the presence of any profanity, excessive violence, nudity, or explicit sexual material (Advisory Material). SCATV reserves the hours of 11:00pm to 6:00am for programs that have been identified as containing Advisory Material.

I have read and agree to abide by SCATV's Policies and Procedures. I am responsible and agree to hold harmless Comcast, RCN, SCATV, its directors and employees (and their successors) from liability, loss, claim, cost or damage of any nature whatsoever which may arise by reason of any claim that any material cablecast or disseminated by me infringes or violates any rights of any person or organization.

Signature \_\_\_\_\_ Date \_\_\_\_\_

A Somerville resident is needed to sponsor any program produced outside of Somerville.  
 Local Sponsor \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

**Time slot priority for programs on SCATV Channel 3 are assigned as follows:**

1. Live programs produced at SCATV
2. Recorded programs produced at SCATV
3. Programs produced in Somerville, but not at SCATV
4. Programs produced outside of Somerville
5. Requests for a second time slot within the same week for any of the above

**Submission guidelines must be strictly followed and include the following:**

1. All programs must be submitted on DVD-R, with no paper labels attached.
2. Each DVD must be clearly labeled with the name of the program, an episode date or number, and the exact total running time in hours, minutes, and seconds (eg: 0:28:00)
3. Only one program is permitted per DVD.
4. DVD's must not start with colorbars or countdown.
5. SCATV does not archive series programs. If a DVD is not claimed within thirty days after cablecast, it will be discarded.

SCATV, the City of Somerville, and the cable operator are not responsible for the content of the programs shown on SCATV or on the SCATV website. The responsibility and liability for such content lies solely with the person who submits the program and signs the Series Registration Form and/or the Cablecast Request Form.

Please feel free to speak with the Programming Coordinator with any questions or concerns.

for office use only Date received: _____ Assigned time slot: _____ Cancellation Date: _____
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