



SOMERVILLE COMMUNITY ACCESS TV
 90 UNION SQUARE
 SOMERVILLE, MA 02143
 617-628-8826 (VOICE)
 617-628-1811 (FAX)
 info@access-scat.org (EMAIL)

Series Registration Form

To request a series time slot, completely fill out this form.
 If the series is from another community, a Somerville resident must show proof of residency to a staff member when submitting this request.

Please make sure all submission guidelines are met.

Series Name _____ **Today's Date** _____

Is this series currently airing on SCAT? Yes No If "Yes", since when? _____

Is this series produced by an organization? Yes No

Producer's Name _____ **Sponsor's Name** _____

Organization _____ Address _____

Address _____

City **Somerville** Zip _____

City _____ State _____ Zip _____ Phone _____

Phone _____ E-Mail _____

E-Mail _____

I have read, am familiar with, and agree to abide by the Policies and Regulations of Somerville Community Access Television, Inc.

Producer's Signature _____ Sponsor's Signature _____

Please indicate who will be responsible for dropping off and picking up programs at SCAT:

Name _____ Phone _____

Please briefly describe the goals of the series: _____

Who is your target audience? _____

What language is this series produced in? _____

Will this series contain profanity, nudity, explicit sexual material, or excessive violence?

Yes No If "Yes", the program will air after 11 PM.

Will any programs in this series contain material that is copyrighted by someone else?

Yes No If "Yes", you must provide a signed release form upon request.

SCAT can provide a link from its web site's program schedule to your series' web site or e-mail.

Please indicate your URL or e-mail address: _____

In what city or town will this series be produced? _____

What facility is used to produce this series? SCAT CCTV BAT Other
 BNN MATV Home _____

Will this program be cablecast live? Yes No If "Yes", where? Studio I-Net Link
 HOT Set CCTV

Onto what format will the series be recorded? DVD SVHS VHS

What is the program length of each episode? 28 minutes 58 minutes 1 hour 28 mins 1 hour 58 mins

How often would you like the program aired?
a program may be aired up to four times Twice a Week Every Two Weeks
 Weekly Monthly

How often will a new episode be submitted? Weekly Every Four Weeks
 Every Two Weeks

How will tapes be dropped off and picked up? Hand Mail UPS

Time slots for programs on SCAT Channel 3 are assigned as follows:

- 1) to live programs produced at SCAT;
- 2) to taped programs produced at SCAT;
- 3) to programs produced by Somerville residents;
- 4) to programs produced at other access centers; and
- 5) to other non-commercial programs.

Please select your three most desirable time slots:

1st Choice: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Time: _____

2nd Choice: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Time: _____

3rd Choice: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Time: _____

Submission guidelines must be strictly followed and include the following:

- all SVHS and VHS programs must be recorded in Standard Play (SP)
- each episode must begin with color bars and tone and a 10 second countdown
- each video submission 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. (0:27:30)
- only one program is permitted per videotape or DVD
- SCAT does not archive series programs. If a videotape or DVD is not claimed within thirty (30) days after cablecast, it will be recycled.

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

for office use only

Date Received:

Notes:

Air Day:

Air Time:

Cancellation Date: