



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

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 print clearly!

Series Name _____ Today's Date _____
 Is this series currently airing on SCATV? ___yes ___no If yes, since when? _____

Producer's Name _____ Organization _____ Address _____ City _____ State ____ Zip _____ Phone _____ E-Mail _____	Sponsor's Name _____ Address _____ Somerville, MA Zip _____ Phone _____ E-Mail _____
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I have read, am familiar with, and agree to abide by the Policies and Procedures of Somerville Community Access Television, Inc. (see reverse side)

Producer's Signature _____	Sponsor's Signature _____
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Who will be responsible for dropping off programs at SCATV?
 Name _____ E-Mail or Phone _____

How often will a new episode be submitted? ___weekly ___biweekly ___monthly
 Delivered by ___hand ___mail A program may be aired up to four times.

What categories describe your series? ___Religious ___Art/Culture ___Information
 ___News ___Sports ___Political ___Non-English _____Other

Will this series contain profanity, nudity, explicit sexual material, or excessive violence?
 ___yes ___no If "yes" the program will air after 11:00pm.

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.

In what city or town will this series be produced? _____
 Will this program be cablecast live? ___yes ___no From which studio? _____
 What is the length of each episode? ___28 min., ___58 min. ___other: _____

What are your top three time-slot choices?
 1. _____ day _____ time 2. _____ day _____ time
 3. _____ day _____ time

Please read submission guidelines on reverse page.

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.

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 Series Registration 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.

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: _____