



Program Cablecast Request Form

Wilmington Community Television, 10 Waltham Street, Wilmington, MA 01887
Phone: (978) 657-4066 - Fax: (978) 658-7888 / <http://www.wctv.org>

Program Title:	Run Time:
Producer Name:	Telephone:
Producer Address:	E-mail:
Producer Member ID Number:	Dated?
Requested Cablecast Time:	<input type="checkbox"/> - Single Program <input type="checkbox"/> - Series

Brief description of program (for program listing and publicity purposes):

Program Submission Guidelines:

All imported program requests require the signature of a local sponsor who is a current Wilmington resident. Local sponsors are required to provide contact information and agree that they, along with the program producer, are responsible for the content of the imported program. Programs submitted without a local sponsor's name and contact information cannot be cablecast on WCTV channels. All program cablecast requests must clearly marked and must include the following information:

1. The total run time including seconds (Ex: TRT - 29 min, 14 secs.). (The time from the actual point that the program starts (not including the bars and tone and countdown) to the point where the credits fade to black.
2. The name of the program's producer, the producer's telephone number and the production date.
3. A copy of this form with all pertinent program information completed.

Submission Guidelines by format:

S-VHS (or VHS) - The tape must be recorded in **SP (Standard Play)** speed.

The tape must include color bars and tone, countdown and the program.

DVD-Video - The disc must be fully finalized and playable in either a computer DVD drive or a set-top player.

DVD-Data - The data file needs to be a multiplexed MPEG-2 program stream, with 224 Kbps Mpeg audio.

DV (or Mini-DV) Tape – The tape needs to be recorded at SP (Standard Play) speed.

- Opens/closers/companion video clips must be pre-produced and loaded on our server system.

- All programs require 20-30 seconds of black preceding the program (true program black or video shot with the lens cap still on the camera is acceptable).

****Program requests that do not comply with the above standards and requirements cannot be accepted. All programs submitted must meet technical requirements for audio and video as outlined in WCTV's Policies and Regulations. Programs submitted by producers under age 18 require a parent of legal guardian's signature on the completed WCTV Cablecast Request Form.

I, the undersigned, warrant and represent to WCTV that the above program meets the criteria for access programming defined in WCTV's Policies and Regulations, is in compliance with FCC Rules and Regulations and I also attest that the above material submitted by me contains none of the following:

1. Any material which is obscene, libelous, slanderous, or is otherwise illegal,
2. Any lottery information or material which is intended to defraud the viewer,
3. Any material that is commercial in nature,
4. Any invasion of privacy,
5. Any violation of copyrights, trademarks, or publicity rights which might violate federal, state, or local laws.

I state these warranties and representations are stated in order for this program to be cablecast on WCTV public access channels. I agree to indemnify and hold harmless WCTV, Inc. and/or the Town of Wilmington, their employees, officers, Board of Directors, etc., from any and all claims, demands, damages and/or other liabilities which may be made against or arise out of the cable-casting and or content of this program. Further, I agree to pay WCTV, Inc., and/or the Town of Wilmington all legal fees and expenses incurred for the program in connection with any legal proceedings concerning cablecast and/or content of this program. If a program is produced by a member who is under the age of 18, that member's parent or legal guardian is responsible for the program's content and this hold harmless agreement applies.

Producer Signature: _____ Date: _____

Staff: _____ Date: _____