

# Airtime Request Form



Please fill out this form (both sides) for each program you submit for cablecasting on *UpNorth TV*.

**CONTENT – Tell us about your program** **LENGTH:** \_\_\_\_\_

Program Title: \_\_\_\_\_

Description (50 words or less): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

This program is part of a series. Series Name: \_\_\_\_\_

Program Submitted On (choose one):

- PEG Vault
- Mass Storage Device  
(e.g. hard drive, thumb drive) as MPEG2 with MPEG2 audio (no Dolby)-Drive # \_\_\_\_\_
- DVD
- Data DVD as MPEG2 with MPEG2 audio (no Dolby)
- MiniDV Tape

Check **one** category that best fits your program:

**Community Education**

- Commerce & Trade
- Hobbies & Skill Development
- Local Arts & Culture
- Local History & Heritage
- Natural Resources & Environment

**Community Events**

- Special Meetings
- Special Speakers & Presenters

**Community News & Views**

- Organizational Views
- Personal Opinion & View Points

**Community Service**

- Government Services & Functions
- Service Organizations & Functions

**Entertainment**

- Artistic Video
- Dramatic Performance
- Experimental Video
- General Family Comedy
- General Family Entertainment
- Music

**Local Documentary**

**Religious**

- Church Services
- Religious Discussions

**Sports**

- Sports Events
- Sports Instruction

**Other:** \_\_\_\_\_

Does your program require a "Viewer Discretion" warning (see *Operating Rules*)?  Yes  No

Choose a rating for your program (see <http://www.tvguidelines.org/ratings.htm>):

- TV-Y  TV-G  TV-PG  TV-14  TV-MA

**OFFICE USE ONLY – Continue your part of the form on the other side of this page**

- New Record in Standard Database
- Encode
- CMC Import Folder
- Nexus External Hard Drive
- Nexus Library
- UltraNexus External Hard Drive
- UltraNexus Library
- Preview
- Schedule
- Add for PEG Central Web Stream
- Embed Code in Standard Database

Standard Database Record ID: \_\_\_\_\_

MPG2 Filename: \_\_\_\_\_

**PLAYBACK – When and where viewers can watch your program**

Requested date and time for first play (if any): \_\_\_\_\_

Requested expiration date (if any): \_\_\_\_\_

- I give *UpNorth TV* permission to **cablecast my program beyond the standard playback times**.
- I give *UpNorth TV* permission to **stream my program on the *UpNorth Media Center* website** ([www.UpNorthMedia.org](http://www.UpNorthMedia.org)) for 30 days after its first cablecast date (90 days for series programs).
- I request *UpNorth TV* to **extend website streaming** of my program at a cost of \$15 per program hour per 6 months of availability (attach a check payable to *LIAA* for the required amount).
- I give *UpNorth TV* permission to **duplicate and distribute** this program to requestors in exchange for a donation to *Up North TV*.

**PRODUCER INFORMATION – Tell us about yourself**

Your Name: \_\_\_\_\_

Organization (if representing a member non-profit): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

**PRODUCER RESPONSIBILITY AND LIABILITY – Please read carefully**

By submitting media to the *UpNorth Media Center* at LIAA and signing below, you certify the following statements:

1. I have read and am thoroughly familiar with the *Operating Rules for UpNorth Media Center* (available at <http://www.upnorthmedia.org/policies.asp>) all of which are incorporated herein and made a part hereof.
2. I am thoroughly familiar with the contents of the program material to be shown and state that it is consistent with the following:
  - a. Neither a lottery nor lottery information will be cablecast;
  - b. No advertising material designed to promote the sale of commercial products or services will be cablecast;
  - c. No advertising on behalf of declared candidates for public office or political parties. This includes advertising, promoting and/or opposing ballot issues by supporting groups or lobbying organizations;
  - d. All appropriate arrangements and clearances have been obtained from broadcast stations, networks, sponsors, music licensing organizations, performer’s representatives and without limitation by the above any and all persons (natural and otherwise) as may be necessary for authorization to transmit the program materials;
  - e. The program materials do not contain obscene material, as determined in a court of competent jurisdiction;
  - f. The program materials do not contain slanderous or libelous materials, or materials that defame or attack individuals.
3. I understand that violation of any of the above may result in imposition of civil (and in some cases criminal) liability.
4. I agree to defend, indemnify, and hold harmless LIAA and Charter Communications, Inc. and their officials, officers, employees and agents from and against all claims, demands, causes of action, liabilities, judgments, costs and expenses (including attorney fees) arising out of the transmission of program materials on the public access channel.

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