



## PROGRAMMING SUBMISSION

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All submissions must be formatted to NCTV broadcast standards.

DATE OF SUBMISSION \_\_\_\_\_

NAME OF VIDEO \_\_\_\_\_

TOTAL RUNNING TIME (EXACT!): \_\_\_\_ hh \_\_\_\_ mm \_\_\_\_ ss

DATE TO AIR \_\_\_\_\_ Day of week: \_\_\_\_\_ Time of day: \_\_\_\_\_

End Broadcast Date (If applicable): \_\_\_\_\_

Air on Channel #: \_\_\_\_\_ 26 (PUBLIC) \_\_\_\_\_ 27 (Government) \_\_\_\_\_ 30 (Education)

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PHONE \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_

Group of Organization represented (if applicable) \_\_\_\_\_

PROGRAM DESCRIPTION (may be used for promotional materials)

Initial \_\_\_\_\_ Date \_\_\_\_\_

**TYPE OF EVENT/ANNOUNCEMENT**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> ARTS/CULTURAL EDUCATION | <input type="checkbox"/> ENTERTAINMENT | <input type="checkbox"/> GOVERNMENT     |
| <input type="checkbox"/> DOCUMENTARY             | <input type="checkbox"/> INSPIRATIONAL | <input type="checkbox"/> PUBLIC AFFAIRS |
| <input type="checkbox"/> SPORTS                  | <input type="checkbox"/> TALK SHOW     |   |
| <input type="checkbox"/> OTHER _____             |  |   |

**SUBMISSION METHOD**

How will we be receiving the video? These options are the only ones that will be accepted by NCTV.

- DVD
- DIGITAL FILE (MOV or MP4)
- DOWNLOAD FROM WEB

**NOTE: DO NOT SUBMIT YOUR MASTER TO NCTV.**

**Make sure the following is labeled on the DVD or in a text file that goes along with the video file.**

**Title (Program, Air Date, Episode name)**  
**Total Run Time (Ex: 01h 23m 45s)**  
**First Air Date**

Optional  
Producer/Submitter Name  
Phone #  
E-Mail

Initial \_\_\_\_\_ Date \_\_\_\_\_

## Program Information

Complete the following section to assist Novato Community Television in completion of scheduling and documentation of your program. Failure to answer all questions may delay playback of your program.

This program contains:

1. Date material to play no sooner than \_\_\_\_\_ or later than \_\_\_\_\_
2. Underwriting or Commercial sponsors? Yes \_\_\_\_\_ or No \_\_\_\_\_
3. Subject Matter is suitable for children? Yes \_\_\_\_\_ or No \_\_\_\_\_
4. Language is suitable for children? Yes \_\_\_\_\_ or No \_\_\_\_\_
5. Nudity or Sexual Content? Yes \_\_\_\_\_ or No \_\_\_\_\_
6. Who is your primary target audience? \_\_\_\_\_

By completing and signing this request you assume full responsibility for the program content pursuant to all applicable laws and statutes. Programs can be rejected or delayed if paperwork is incomplete or inaccurate, eligibility is not established, or if there are technical problems with the submitted program.

Applicants who are minors (below 18 years of age) must have signature of parent or legal guardian on the application and on file with NCTV.

Novato Community Television (NCTV) reserves the right to retain the submitted copy of your program for archival and/or promotional purposes. **DO NOT SUBMIT YOUR MASTER COPY!** Each submitted video must clearly display the name (s) of the presenter for the viewing audience.

The submitter agrees, covenants and contracts that:

1. He/she lives locally in Novato, and if not, then recognizes that NCTV give preference to those that do live in Novato in terms of programming priority.
2. The information submitted on this form is complete and accurate.
3. No obscene, libelous, defamatory or otherwise illegal material is to be cablecast.
4. Commercial material is not being submitted for cablecast. Commercial is defined as "Material primarily designed to promote the sale of products or services to solicit funds for any activity."
5. No financial lottery, game of chance or wagering information is to be cablecast.
6. All appropriate arrangements and clearances have been obtained from all copyright holders, creators, music licensing organizations, sponsors, representatives and without limitation from above, any and all other persons as being necessary for authorization to transmit this program on cable television.
7. He/she indemnifies Novato Community Television, Comcast, Novato Unified School District, the City of Novato and all their agents and employees from any

Initial \_\_\_\_\_ Date \_\_\_\_\_

liability arising out of the submitter's use of Novato Community Television channels. Such liability may include (but not be limited to) copyright infringement, presentation of libelous, defamatory or obscene matter, violation of any local, state, county or federal laws and regulations. The submitter saves and holds harmless Novato Community Television, Comcast, Novato Unified School District, the City of Novato, and all their agents and employees for any and all damages or claims arising as a result of the use of the channels.

8. This application is an open record.

Applicant Name \_\_\_\_\_ Signature \_\_\_\_\_

(If Applicant is a Minor, below 18 years of age)

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

**For Official Use by NCTV Staff**

User ID # \_\_\_\_\_ Date Signed \_\_\_\_\_ Staff Approval \_\_\_\_\_

Date Show Scheduled: \_\_\_\_\_ Time Show Scheduled: \_\_\_\_\_

Staff Approval: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Initial \_\_\_\_\_ Date \_\_\_\_\_