

Belmont Media Center Program Submission Form

Please fill out completely and submit with each tape

Producer Information:

Name: _____ Today's Date: _____

Organization Name: _____

Membership #: _____

Address: _____

City/St/Zip: _____

Phone: Day _____ Evening _____

Email: _____

Website: _____

Program Information:

Title: _____

Date Produced: _____

Single: _____ Series: _____

Monthly: _____ Weekly: _____

Episode #: _____ Title of Episode: _____

Total Running Time: _____ In Time: _____

Format:

VHS _____ Mini DV _____ DVD _____

(Turn this sheet over to other side)

Please provide a description of your program (for promotional purposes):

Does this program contain any material that may be unsuitable for children? If so, BMC will add a disclaimer and schedule the program for after 11pm.

Yes _____ No _____

May we dub clips from this program for publicity or other purposes?

Yes _____ No _____

May we distribute copies requested by viewers?

Yes _____ No _____

Other Notes: _____

Programming Agreement

I understand that by signing this contract that I assume full responsibility for the content of the program I have submitted. I have read and agree to abide by the policies regarding the use of Belmont Media Center’s (BMC) channels and facilities. I agree to indemnify and hold BMC, the town of Belmont, and Comcast harmless from any liability, loss, or damage of any nature whatsoever caused by any claim arising out of the cablecast of the program submitted by me. I attest that the programming does not contain material in any of the following prohibited categories:

- Commercial material
- Obscenity, defamation, invasion of privacy, or copyright violations
- Anything which violates local, state, or federal laws

I have received appropriate releases for any copyright material used in the program. I have the authority to submit this program as the producer or as the authorized agent of the sponsoring nonprofit organization. I have read this form, understand it, and agree to the policies of BMC.

Producer Signature

Date

Parent/Guardian Signature
for Producer under 18 years of age

Date

