

TAPING DATE: \_\_\_\_\_(staff will complete)



# WINDSOR COMMUNITY TELEVISION PROGRAM PROPOSAL

(complete both sides)

**1. PRODUCER / PROVIDER** (Must be a Windsor Resident)

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email: \_\_\_\_\_

Date Submitted \_\_\_\_\_

The following information is to be provided by a producer, prior to a production which takes place either in the studio or created in the field using WIN-TV equipment. Both sides of this proposal must be completed in full, including the “Agreement with Policies” form, and submitted to the Station Manager before the production is approved and taping is scheduled. **For providers of programs:** We prefer programming with one episode per disk or an mpeg file

**2. PROGRAM TITLE:** \_\_\_\_\_

**3. STUDIO** \_\_\_\_\_ **FIELD** \_\_\_\_\_ **I’M PROVIDING A PROGRAM** \_\_\_\_\_

**4. PROGRAM LENGTH:** \_\_\_\_\_ **HOURS** \_\_\_\_\_ **MINUTES** \_\_\_\_\_ **SECONDS**

**5. PROGRAM DESCRIPTION:**

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**6. FOR STUDIO PROGRAMS:**

Host Name \_\_\_\_\_

List names and titles of guests. Check spelling. Graphics cannot be changed after taping

**Name:**

**Title**

- 1.
- 2.
- 3.
- 4.

**7. FOR PROVIDED PROGRAMS:** \_\_\_\_\_ **DVD** \_\_\_\_\_ **MPEG** \_\_\_\_\_ **OTHER**

## **AGREEMENT WITH POLICIES**

I AGREE to be bound by access programming requirements or restrictions imposed on Windsor Community Television (WIN-TV) by local, state or federal rules, regulations, decisions and laws now in existence, or subsequently enacted, and by all existing and subsequently adopted rules, restrictions and policies of WIN-TV. As producer or provider of a program, it is my responsibility to keep knowledgeable about changes in WIN-TV rules, restrictions and policies.

1. I take full responsibility for this program's content and certify that the program does not contain the following:

- a. Any presentation of advertising material designed to promote the sale of products or services
- b. Any Solicitation or appeal for funds;
- c. Any obscene material;
- d. Any material of an explicit sexual nature which could be deemed inappropriate for public access audiences;
- e. Any material which has a reasonable probability of creating an immediate danger or damage to property, injury or creating a public nuisance;
- f. Any material which is defamatory, infringes on copyright or trademark laws, or would otherwise subject the station to legal liability.

2. I agree to obtain all necessary clearances and permissions from any and all organizations and individuals who will appear in, or work on, my program.

3. I agree to hold harmless and indemnify Windsor Community Television, Inc. and all cable providers; their employees, agents and directors from any and all liability, loss, claim, cost or damage of any nature whatsoever which may arise as a result of any material I have produced or provided.

**Must complete in full:**

PRODUCER'S OR PROVIDER'S NAME (Must be a Windsor Resident)

(please print) \_\_\_\_\_

ADDRESS \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PROGRAM NAME \_\_\_\_\_