



REQUEST TO CABLECAST PROGRAMMING ON NORTHWEST PEG-TV, CHANNELS 15 & 16

4 Academy Drive
St. Albans, VT 05478
(802) 527-6474
ch15stalbans@omcast.net



INSTRUCTIONS:

If you are a local producer or a local provider, then you will need to make an appointment to speak with the programming coordinator in person prior to completing this form.

In order for your program to be cablecast on Channels 15 or 16, you will need to complete this form and read the attached policies.

Individuals that produce or provide programs for broadcast on NWPEG-TV are solely responsible for the content of their programs. The policy of NWPEG-TV complies with all federal and state statutes that restrict how Community Access Television can be used. Beyond the enforcement of these statutes, NWPEG-TV staff and board of directors do not exercise any editorial control of programs produced or provided by any eligible person.

*The gray boxes later in this form are parts to be completed only if told to do so from a previous part. *

TERMS YOU NEED TO KNOW BEFORE STARTING:

ELIGIBILITY- An eligible producer or provider must meet the following criteria: He/she must live, work or attend school in St. Albans, Swanton, Highgate or Sheldon, VT.

PRODUCER- A producer is the person who creates a program and therefore is responsible for the content of the program.

PROVIDER- A local provider is someone who accepts full responsibility for the content of the program in which they are agreeing to provide to Channels 15 or 16.

PART 1: PROGRAMMING CONTENT POLICY – PLEASE READ IN FULL BEFORE CONTINUING

Individuals that produce or provide programs for broadcast on NWPEG-TV are solely responsible for the content of their programs. The policy of NWPEG-TV complies with all federal and state statutes that restrict how Community Access Television can be used. Beyond the enforcement of these statutes, NWPEG-TV staff and board of directors do not exercise any editorial control of programs produced or provided by any eligible person.

NWPEG-TV does not pre-screen programs. It is the responsibility of the producer or provider to notify NWPEG-TV staff if they believe their program may be restricted by the following criteria:

- 1. Commercial content:** State statute prevents the broadcast of commercial content on NWPEG-TV channels. Commercial content is defined as material directly promoting the sale of products or services offered by a business or for-profit venture.
Program underwriters can be acknowledged with a maximum of two fifteen second segments which can include no more than the name, physical address, website, picture and logo of the business/organization/individual.
- 2. Obscene content:** Obscene content is not protected by the First Amendment to the U.S. Constitution. This content cannot be aired at any time on NWPEG-TV. Obscene content is defined as a program without serious literary, artistic, political or scientific value that offensively depicts or describes sexual acts.
- 3. Calls to Violence:** Programs that contain calls to violence against individuals or groups of people or their property are not permitted to air.
- 4. Indecent content:** Pursuant of federal statutes requiring safe harbor hours for young television viewers, indecent material will only be permitted to air on NWPEG-TV channels between the hours of 2:00am and 5:00am. Safe harbor hours are intended to reduce the likelihood that children will be in the viewing audience. Indecent material is defined as describing or depicting sexual or excretory acts, but does not rise to the level of offensiveness of obscene content.
- 5. Profanity:** Profane material is also limited by federal statutes to air only during hours when it is very unlikely that children will be watching television. Profanity is defined as words that when uttered are themselves a public nuisance. Content containing profanity will only be aired during the safe harbor hours of 2:00am to 5:00am.

If any program violating federal or state statute or NWPEG-TV policy is aired, it is solely the responsibility of the producer or provider of the program. If a producer is uncertain if the content of their program will violate statute or policy, the Executive Director of NWPEG-TV (or his/her designee) will determine eligibility of a program for broadcast. Decisions on broadcast eligibility can be appealed to the Board of Directors in writing. All producers and providers of programs are encouraged to seek legal advice before submitting a program for broadcast on NWPEG-TV.

I have read and agree to abide by this Programming Content Policy of NWPEG-TV

Producer Signature

Date

PART 2: PRODUCTION SCHEDULING REQUIREMENTS – PLEASE READ IN FULL BEFORE CONTINUING

We at Northwest Access TV are very understanding of the busy lives that our producers lead. At the same time we work to maintain a vibrant and up-to-date schedule. Weekly and bi-weekly programs that are produced regularly and consistently will maintain their time slots throughout all the weeks they are in production. Monthly programs, on the other hand, may share a time slot with another program, each alternating in two week blocks. We are certainly willing to air a “re-run” from time to time. However, the community is not well-served by a glut of old material. With this in mind, here are the guidelines we use to determine the viability of your program.

Live Programs

A live show cannot thrive if its schedule is inconsistent. If viewers cannot depend on the program to be on regularly, they will stop tuning in and, most importantly, stop calling in.

- Weekly live programs may not cancel more than twice in any four week period.
- Bi-weekly live programs may not cancel more than three times in any eight week period.
- Monthly Live Programs may not cancel more than two times in any three month period.

Pre-recorded Programs

- Weekly pre-recorded programs must provide a new episode at least two times in any four week period.
- Bi-weekly pre-recorded programs must provide a new episode at least two times in any eight week period.
- Monthly pre-recorded programs must provide a new episode at least one time in any two month period.

Should you fail to provide new material for your program, in accordance with the above guidelines, it will first be suggested that you change the status of your show, i.e. a weekly show becoming a bi-weekly show. (If your show is a monthly program, you will be asked to surrender your time slot and your program will be aired in available times when the episodes are completed.) Further failure to meet these guidelines will result in the loss of all time slots assigned to your program. This decision will be made by the Executive Director in consultation with the Programming Director. This decision can be appealed in writing to the Board of Directors of Northwest PEG-TV PO Box 468 St. Albans, VT 05478.

I have read and agree to abide by this Production Scheduling Requirements of NWPEG-TV

Producer Signature

Date

PART 3: PROGRAM INFORMATION

Title of program: _____

Approximate running time: _____ hours _____ minutes

Format: (circle one) DVD miniDV VMX Other: _____

Type of program: (circle one) Series Program One-Time Event

(circle one) Public Education Government (political or governing body)

If a series program, will it be produced: (circle one)

1. Weekly a. Year Round b. Limited Run

2. Bi-Weekly

3. Monthly

Requested air days and times: _____

Does this program have a deadline for airing (if so, what)? _____

(NWPEG-TV cannot guarantee the requested air days/times but will attempt to air the program at a day/time most appropriate for the program and our viewers.)

NWPEG-TV does not pre-screen programs. It is the responsibility of the producer or provider to notify NWPEG-TV staff if they believe their program may be restricted by the content areas describe in Part 1.

If a producer is uncertain if the content of their program will violate statute or policy, the Executive Director of NWPEG-TV (or his/her designee) will determine eligibility of a program for broadcast.

Does this program contain any of the following restricted content areas? (circle all that apply)

Nudity Profanity Violence Adult Language Adult Content Illegal Activity

If any of the restricted content areas are circled then your broadcast can only be aired between the hours of 2am and 5am.

Does this program contain any of the following content which cannot be cablecast? (circle all that apply)

Commercial Content Obscene Content Calls To Violence

If any of the restricted content areas are circled then your broadcast is not permitted to be aired on Channels 15 or 16.

NWPEG-TV reserves the right to schedule the time of broadcast based upon program content and will provide a viewer a viewer advisory at the beginning of programs containing such content.

If any program violating federal or state statute or NWPEG-TV policy is aired, it is solely the responsibility of the producer or provider of the program. Decisions on broadcast eligibility can be appealed to the Board of Directors in writing.

PART 4: PRODUCER INFORMATION

Name: _____

Address: _____

City, State, Zip: _____

Daytime phone number: _____ Evening phone number: _____

Email Address: _____

Are you at least 18 years of age: Yes No

(If you are not at least 18 years of age then you must have a legal guardian of you the producer complete Part 4.)

Your name and at least one of the following methods of contact will appear at the end of every program you produce: *(circle all that apply)*

Mailing Address Daytime Phone Number Evening Phone Number Email Address

PART 5: CONTENT PRODUCED BY A MINOR

** To be completed by the legal guardian of a producer under the age of eighteen.*

As legal guardian of the minor/producer of the program listed on this form, I hereby accept full responsibility for the program’s content. I have read all relevant NWPEG-TV policies including Production Scheduling Requirements and Programming Content Policy (both documents are in this packet) and have thoroughly read and completed this form with the minor/producer and certify that this program complies fully with the obligations and responsibilities outlined in these documents.

Name: _____

Address: _____

City, State, Zip: _____

Daytime phone number: _____ Evening phone number: _____

Email Address: _____

I authorize NWPEG-TV to cablecast this program.

Legal Guardian’s Signature

Date

PART 6: NON-LOCALLY PRODUCED PROGRAMMING

** To be completed by the Local Provider if the Producer is not eligible to cablecast on NWPEG-TV.*

I hereby certify that I live, work or attend school in St. Albans, Swanton, Highgate or Sheldon, VT, and am requesting that NWPEG-TV cablecast the non-locally produced program detailed in Part 3 of this form. I accept full responsibility for the content of this program and understand that my name will be on record as the program’s Local Provider.

Name: _____

Address: _____

City, State, Zip: _____

Daytime phone number: _____ Evening phone number: _____

Email Address: _____

I authorize NWPEG-TV to cablecast this program.

Local Provider’s Signature

Date

PART 7: RELEASE FROM LIABILITY

I (the signees below) certify that the program detailed in Part 3 of this form complies with the following criteria:

1. The program does not contain obscene material, commercial content or calls to violence.
2. Written permission has been obtained from the holder of any copyrighted material contained within the program.

I also release the following individuals/organizations from any responsibility for program content:

- Comcast Cable Corporation, its employees and affiliates
- Northwest PEG-TV, its employees and board of directors
- Other Community Volunteers

I recognize that failure to complete and comply with this requested form could result in the immediate discontinuation of the program as well as suspension of my access privileges upon Board decision and hereby certify that all information included in this form is accurate and complete.

Producer’s Signature

Date

Legal Guardian’s Signature (if program is produced by a minor)

Date