



Program Submission Form

Entire form must be completed in order for program to air!

Date: _____

Name: _____ Phone: _____

Address: _____

Organization: _____

Organization Address: _____

Program Title: _____

Program Description: _____

Local Program _____ Import Program _____

Single Program _____ Series: Weekly _____ Series: Monthly _____

Color Bars _____ Slate _____ Countdown _____ Disclaimer _____

All programs submitted must be labeled with the following information!

Title of Program & Program# (if series) _____

Exact Running Time (this is required) _____

In-Time (this is required) _____

Does this program contain materials which may be inappropriate for young viewers and therefore requires an assigned time slot after 10:00pm? _____

Because of server file playback specifications it is important that producers stay consistent with program formats being submitted.

Please notify the MCM Staff if Program Format changes.

All Applicants must read the following before signing:

I acknowledge that the submitted program contains material that may be considered offensive, controversial, and/or inappropriate for younger audiences and therefore agree to an assigned cablecast time slot after 10:00pm. I also agree to a "Viewer Discretion Advised" warning on all scheduled listings as well MCM promotional material.

If the preceding statement applies, please check here: _____

I have read, am familiar with, and agree to abide by the policies and regulations regarding programs aired on Medford Community Media Public, Educational, and Government Channels.

- I am familiar with the nature of the program material and take full responsibility for its content.
- I understand that the following material is prohibited for presentation on the Public Access Channel for Medford:
 - Any commercial advertising.
 - Any material which constitutes libel, slander, invasion of privacy or public rights, or use of trademark or copyright which may violate local, state or federal law.
 - Any material concerning lottery information, gift enterprise, or similar scheme.
- I understand that I am responsible and agree to hold harmless Medford Community Media, The City of Medford, Comcast and Verizon from any liability, loss, claim, cost or damage of any nature whatsoever which may arise from cablecasting the above mentioned program.
- I understand that it is Medford Community Media policy to program any material which may be considered offensive, controversial and/or inappropriate for younger audiences after 10:00pm and have indicated above if this program contains such material.

Producer / Sponsor Signature: _____

Date: _____