

Approved by _____ Date _____ Air Date _____ Tape ID# _____

Program Proposal

Program # _____

*This is a contract and is binding agreement. You must sign and date the agreement on the back and submit it to the Cable Studio Manager a **minimum of one week** before proposed production start date.*

Name _____ Date _____

Address _____

City, Zip _____ Phone _____

Email _____ Member Since _____ / _____

Organization/Business Funding or Providing Content (if any) _____

City, State _____

Product Information

Working Title _____ Program Length _____

Number of Episodes (if a series) _____ (must choose number, renew series with new proposal)

Brief Description of Program _____

- Content: Actual or simulated violence
 (please be frank, check all that apply) Actual or simulated sexual acts
 Profane Language
 Personal Attack or Accusations against Real People

No intentional illegal acts may be performed for or committed by the use of South Hadley Cable Studio cameras.

Any programs unsuitable for children will be screened between 11 p.m. and 6 a.m.

Production Schedule (all dates approximate) (if program is a series provide information for first episode)

Script Done: Y N N/A

Shooting Dates: Begins _____ Ends _____

Editing Dates: Begins _____ Ends _____ All episodes date (for series) _____

Proposed First Air Date: _____

South Hadley Cable Studio, 2002

Director _____ Trained? Y N Certified? Y N
 Camera #1 _____ Trained? Y N Certified? Y N
 Camera #2 _____ Trained? Y N Certified? Y N
 Camera #3 _____ Trained? Y N Certified? Y N
 Sound _____ Trained? Y N Certified? Y N
 Lighting _____ Trained? Y N Certified? Y N
 Other Crew _____ Trained? Y N Certified? Y N
 Editor #1 _____ Trained? Y N Certified? Y N
 Editor #2 _____ Trained? Y N Certified? Y N
 Other Post _____ Trained? Y N Certified? Y N

Shooting Format: Analog Digital Sound: On Camcorder Mic Separate Mic

Studio Needed: Y N Date(s) _____ Lighting setup date _____ Sound setup date _____

Field Equipment Needed: _____

Editing Equipment Needed: _____

No South Hadley Cable Studio equipment may be used to advertise a service or product, or to primarily solve study, personal hobby or family taping needs. First use must be for cable casting on South Hadley access TV channels. All rights are shared with South Hadley Cable Studio, which owns the Master tapes. Final program credits must show shared copyright between South Hadley Cable Studio and the producer. No income can be generated by the sale, lease or rental of the tape.

All releases must be obtained prior to the actual start of shoot. All persons depicted in private settings must provide signed releases for their image to be used, or if their image is used in conjunction with an editorial conclusion in any setting. Parental/Guardian releases must be obtained for all mentally disabled persons or persons under the age of 18, regardless of setting.

→Have you obtained all signed releases from such people? Y N

Attach releases to this sheet after they have been obtained.

All copyrighted image, video, film or software display content must be used with permission and with written substantiation from the publisher/producer/clearance house.

→Have you obtained such releases for access cablecast (performance) from such people? Y N

Attach releases to this sheet after they have been obtained.

I understand that I am solely responsible for the production and presentation of my program(s). I agree to hold South Hadley Cable Studio, its employees and directors harmless from any liability, loss, claim, cost or damage of any nature which may arise by reason of any claim that any material produced, cablecast or disseminated by me infringes or violates the rights of any person or organization. I understand that no intentional illegal acts may be performed for or committed by the use of South Hadley Cable Studio cameras. My program(s) are in keeping with the rules and regulations of South Hadley Cable Studio and will not be used for commercial purposes.

 Signature of Producer Date Signature of Parent/Guardian (under 18) Date