



Gardner Educational Television
Channel 8
Cablecast Request Form

Program Title: _____ Actual Running Time: _____

Producer: _____

Address and phone: _____

Sponsor (If Needed): _____

Address and phone: _____

Please provide staff with brief description of program for publicity purposes:

Requirements for Cablecast

- 1) A Gardner Resident must sponsor all cablecast requests.
- 2) All cablecast requests must be made in writing to the Program Director.
- 3) All imported programming will be tagged with the following disclaimer.
“The following program contains views and opinions that do not necessarily reflect those of Gardner Educational Television, The City of Gardner, it’s employees, or your cable provider. The program content is the sole responsibility of it’s producers.”
- 4) Programs must meet all of the following technical standards.
 - A) Programs must be submitted on DVD, VHS or Super VHS tape, recorded in SP mode.
 - B) There will only be one program per a tape/DVD .
 - C) 30 seconds of black must precede and follow the program.
 - D) Program title, series name and episode number (when applicable), producer and/or program sponsor name and accurate cue and run times must be printed on the tape/DVD itself.
- 5) The only fundraising appeals aired on Gardner Educational Television are for non-profit groups located in Gardner or for the benefit of the City of Gardner.
- 6) Any program that is fully or partially funded by an organization must include a graphic in the credits that states, *“This program was made possible with funding provided by _____.”*

As the PRODUCER/SPONSOR, I hereby acknowledge my RESPONSIBILITY and FULL LIABILITY for the content of this program, which at my request will be shown on the Gardner Educational Television.

I hereby acknowledge that I have obtained all necessary RELEASES and CLEARANCES for the cablecast of this program material.

I, the undersigned, warrant and represent to Gardner Educational Television, that the above program meets the criteria for programming defined above and that the above material submitted by me contains none of the following:

- 1) Any material violating state or federal law relating to obscenity, indecency or pornography.
- 2) Any material, which is libelous, slanderous or unlawful invasion of privacy,
- 3) Any advertising or material, which promotes specific products or services,
- 4) Any material contrary to local, state or federal laws, regulations or policies,
- 5) Any material, which violates copyright law.

I agree to indemnify and hold harmless the City of Gardner, Gardner Educational Television, and any of their employees from any and all claims, demands, damages or other liabilities which may be made against or arise out of the cable casting of the program submitted by me whether or not the program has been reviewed by Gardner Educational Television prior to cablecast. I further agree to pay Gardner Educational Television, or the City of Gardner all legal fees & expenses incurred by this program in connection with any legal proceedings concerning it's cablecast, as such legal fees and expenses arise.

I understand that Gardner Educational Television will display my name at the start and/or the end of this program as the sponsor.

I understand that Gardner Educational Television shall maintain a record of the use of the educational television channel, which shall include the names, and addresses of all persons using or requesting time on the channels. These records shall be available for public inspection for a minimum of two years.

I make these warranties and representations in order that this program be cablecast on Gardner Educational Television, Channel 8.

Signature: _____ Date: _____

Accepting Staff Initials: _____ Date: _____

Office Use Only

Program Reviewed? Yes _____ No _____ Date: _____

Address Verification Type: Mass Drivers License Mass Photo Id Utility Bill

If Utility Bill Photo Id Type: U.S. Passport Foreign Passport

 Resident Alien Card U.S. Military ID Card

Program Run Date: _____