

Ashburnham Westminster Community Access TV
Request for Channel Time
Series Program

Program Name _____ Time Allotment _____ local _ import

Producer Name / Organization _____

Sponsor Name (*If different*) _____ Address _____

Contact Phone _____ Contact Email _____

Program Description (for promotional purposes)

The AWCA-TV staff may publicize single programs and series in a variety of ways, (i.e. monthly guide, newspaper, electronic bulletin board, etc.) All members are encouraged to promote their own programs through any means available to them.

I certify that the contents of the program broadcast will meet the requirements and laws of the Federal Communications Commission, State and Local governing agencies, AWCA-TV and policies and regulations.

Signature _____ Date _____

AWCA-TV Policies allow member-produced programming to be shown a maximum of four times per week. Programs are restricted to two prime-time showings per week (prime-time is defined as 5pm-10pm.)

A series must meet the following criteria:

- a) Consistent use of time slot with new material.*
- b) Each program must meet the established running time. AVOID overtime as best as possible.*
- c) Programs may be rerun only once during the same time slot and still be considered new material.*
- d) A Request for Channel Time form must be completed for each play time.*
- e) Series time slot may be revoked after 30 days without new material or violation of above criteria.*

Videotape Requirements:

- 1. Tape must be received by the AWCA-TV staff at least two days before the telecast date.*
- 2. Program must be properly labeled and should include 30 seconds of color bars and 1k tone, a 10 second Count-down including 2 seconds of black at the beginning of each program and 30 seconds of black at the end of each program.*
- 3. Tape must be submitted in VHS or SVHS in SP mode only.*
- 4. Tape must be high quality and in excellent condition.*
- 5. Tape must be rewound to the beginning of the show.*
- 6. Tape should be labeled with date, title, producer, topic, duration and episode number on tape face (NOT SPINE).*
- 7. Programs using AWCA-TV facilities must credit AWCA-TV for use of its equipment and facilities.*

Play Times:

- 1. S M T W TH F S Time: _____ am / pm
- 2. S M T W TH F S Time: _____ am / pm
- 3. S M T W TH F S Time: _____ am / pm
- 4. S M T W TH F S Time: _____ am / pm