

Ashburnham Westminster Community Access TV

# Request for Channel Time

## Single Program

Program Name \_\_\_\_\_ TRT \_\_\_\_\_ ☺ 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, and AWCA-TV policies and regulations.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

- 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 countdown 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, duration, topic and episode on tape face (NOT SPINE).*
- 7. Programs using AWCA-TV facilities must credit AWCA-TV for use of its equipment and facilities.*

First Week	Day	Date	Time	Channel
Premiere	s m t w t f s		am / pm	08 09
Showing #2	s m t w t f s		am / pm	08 09
Showing #3	s m t w t f s		am / pm	08 09
Showing #4	s m t w t f s		am / pm	08 09