



Norcam, Inc.
21 Bow Street, North Reading, MA 01864
P: 978-664-0501 F: 978-664-1869 www.norcam.org

Norcam Cablecast Request Form

Program Title: _____

Program Producer: _____ Phone: _____

Local Program Sponsor: _____ Phone: _____

Channel and Time Request: _____

Please note that we may not be able to accommodate your requested time due to prior scheduling commitments. However, we will do our best to accommodate your program through the best means necessary.

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

We request that all programs include color bars, program black, and a countdown. At the absolute minimum, please include 3 to 5 seconds of black at the beginning and end of your program for cablecast purposes and continuity. All programs must be properly labeled on the disk's face or tape's spine containing the following information:

- A) The program title
- B) The total run time (Ex. - TRT=29:35 or 29 min.(utes) 35 sec.(onds))
- C) The name of the program producer with a phone number
- D) The date the program was produced

Programs that are submitted without this information may not be shown on Norcam's local access channels. All submitted programming must also meet technical requirements for system compatibility, playability, and audio & video quality. Programs that do not meet these requirements cannot be shown on Norcam's channels. Programs submitted by producers under age 18 must have the signature of a parent or legal guardian on this Cablecast Request Form, and false signatures will result in an immediate denial of cablecast and possibly other disciplinary actions.

Please read and sign the agreement on the following page.

I, *the undersigned*, warrant and represent to Norcam, Inc that the above program meets the criteria for access programming listed above. The above material submitted by me contains none of the following:

- A) Any material that is obscene, libelous, slanderous, or otherwise illegal.
- B) Any lottery information or material that is intended to defraud the viewer.
- C) Any material that is commercial in nature.
- D) Any invasion of privacy.
- E) Any violations of copyrights, trademarks, or publicity rights that might violate federal, state, or local laws.

These warranties and representations are made by me in order that this program be cablecast on Norcam, Inc operated channels. I agree to indemnify and hold harmless Norcam, Inc and/or The Town of North Reading, MA, their employees, officers, Board of Directors, etc; from any and all claims, demands, damages, and/or other liabilities that may be made against or arise out of the cablecasting and/or content of the program submitted.

Further, I agree to pay Norcam, Inc and/or The Town of North Reading, MA all legal fees and expenses incurred for the program in connection with any legal proceedings concerning the cablecast and/or content of said program. If a program is produced by a member who is under the age of 18 years, that member's parent or legal guardian is responsible for the content of the submitted program and this hold harmless agreement applies.

Signed: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Local Sponsor Signature: _____

Date: _____

Staff Signature: _____

Date: _____