



Deadline for a Airing if Applicable _____

(staff will complete)

TAPING DATE: _____

WHC-TV PROGRAM PROPOSAL (complete both sides)

1. PRODUCER/PROVIDER (Must be West Hartford Resident)

Name _____ Phone _____ Date Submitted _____

All producers and providers of programming must complete both sides of this proposal **in full**, sign the “Agreement with Policies,” and submit to the station’s Executive Director before taping time is scheduled and confirmed. Last minute changes in this information must be submitted to and approved by a WHC-TV staff member. If this program is part of a series, a separate Program Proposal is necessary for each taping. For provided programs, WHC-TV prefers a non-chaptered DVD with one episode per disk or an mpeg2 file.

2. PROGRAM TITLE: _____

3. STUDIO _____ REMOTE _____ PROVIDED _____

4. PROGRAM LENGTH: _____ Hours _____ Minutes _____ Seconds

5. PROGRAM TOPIC/DESCRIPTION:

6. FOR STUDIO PROGRAMS:

Host Name _____ Total Number of Guests _____

List names and titles of all guests. Check spelling. Graphics cannot be changed after taping.

	<u>Name</u>	<u>Title</u>
1.		
2.		
3.		
4.		
5.		

WILL YOU BE USING PHOTOGRAPHS? _____ ROLL-INS? _____ CHARTS/GRAPHS? _____ OTHER PROPS? _____

7. FOR PROVIDED PROGRAMS: _____ DVD _____ mpeg _____ other

West Hartford Community Television, Town Hall · 50 South Main Street · West Hartford, CT 06107
Phone: (860) 561-1260 · Fax: (860) 523-3200 · Website: www.whctv.org

For the community, by the community



AGREEMENT WITH POLICIES

I have read, am familiar with, and agree to abide by the West Hartford Community Television **STATEMENT OF POLICIES**, which is incorporated herein by reference, and, in addition, agree and state that:

1. I have reviewed WHC-TV's Program Standards and represent that this program does not violate those standards. I am thoroughly familiar with the nature of this program's material and take full responsibility for its content, and certify that the program does not contain the following:

- a. a lottery or any advertisement or information concerning a lottery or game of chance;
- b. Any presentation of advertising material designed to promote the sale of commercial products or services;
- c. Any solicitation or appeal for funds;
- d. Any obscene material;
- e. Any material of an explicitly sexual nature;
- f. Any material which has a reasonable probability of creating an immediate danger of damage to property, injury to person(s) or creating a public nuisance;
- g. Any material that is defamatory, infringes on copyright or trademark laws, or would otherwise subject the station to legal liability.

2. I agree to obtain all necessary clearances and permissions from any and all organizations, individuals, and groups as may be needed to tape and cablecast material on West Hartford Community Television and www.whctv.org. To opt out of web delivery, check here

3. I agree to hold harmless and indemnify West Hartford Community Television, Inc. and all cable providers; their employees, agents, and directors from any and all liability, loss, claim, cost, or damage of any nature whatsoever which may arise as a result of any material I have produced or provided.

Must be completed in full:

PRODUCER'S OR PROVIDER'S NAME (Must be a West Hartford Resident)

(please print) _____

ADDRESS _____ ZIP _____

SIGNATURE _____ DATE _____

PROGRAM NAME _____

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