



By submitting this form you understand that your name as producer/sponsor may air with the station disclaimer before your program, on the Community Bulletin Board, or may also be publicly available on our FCA website.

NOTE: This is a legally binding contract. Please complete both sides and sign on reverse side.

PRODUCER / SPONSOR (Must be a resident of Foxborough, MA)

Name _____ Home Phone _____ Work Phone _____
(Please Type or Print, No Pencil)

Address _____
Street (No PO Box Numbers) City Zip

Organization _____
(If you are signing this document as a representative of a Foxboro non-profit organization)

Address _____
Street (No PO Box Numbers) City Zip

PROGRAM TITLE _____ EPISODE _____
 SINGLE SERIES - Weekly Bi Weekly Monthly

Date Produced _____ Location Produced _____

This program may be telecast? Indefinitely Until _____

EXACT RUNNING LENGTH

____ HOURS ____ MINUTES ____ SECONDS

PROGRAM DETAILS

TOPIC _____

GUESTS _____

Was any FCA equipment used? Yes No

Media Format? DVD DV Cam Digital File Other _____

This program must not:

- o Contain no more than 1 second of black immediately preceding the program.
- o Contain no more than 2 seconds of black immediately following the program.
- o Not contain any extraneous video material.

Please Note:

- o The media you are submitting will be the actual program telecast.
- o All media provided by FCA are the property of Foxboro Cable Access. FCA will retain completed programs in the FCA library for a minimum of three months. Thereafter, retention will be at the discretion of the Executive Director.
- o **FCA is not responsible for loss of or damage of submitted media.**

Please...

SIGN & DATE THIS FORM ON THE REVERSE SIDE

FOR STAFF USE ONLY

Received by _____ Date _____ Comments _____

How are you planning to promote your program? (See FCA Producer Handbook: PROMOTING YOUR PROGRAM

- Press Release Flyer BB Feature Page BB Schedule Listing Social Media

General Program or Series Description (May Be Used in Promotional Materials)

IMPORTANT ! Please Read ...

Public access cable television was implemented in Foxboro community in 1983 as a means for citizens to utilize a dominant communications medium (cable television) for community based programming. Since that time, FCA has evolved into an institution serving individual citizens, non-profit organizations, community service groups, and community institutions. FCA's mission, broadly defined, is to **"bring the community, to the community"**.

FCA encourages you to **STOP A MOMENT AND THINK:** your program will be telecast to households throughout the Foxboro community. There are children in many of these households, and their television viewing habits may or may not be closely supervised. **In this section, you have the opportunity to make a responsible decision to limit the time of day your program will be scheduled by voluntarily answering the following questions.**

This program contains:

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Adult, Profane or Objectionable Language
<input type="checkbox"/>	<input type="checkbox"/>	Extreme Violence
<input type="checkbox"/>	<input type="checkbox"/>	Nudity
<input type="checkbox"/>	<input type="checkbox"/>	Sexual Content
<input type="checkbox"/>	<input type="checkbox"/>	THIS PROGRAM SHOULD BE SCHEDULED BETWEEN 11:00 PM & 5:00 AM

Programming Liability and Indemnification Agreement:

- The program presenter and those involved in the production of a program are responsible for the content of its programming. FCA is not responsible for reviewing any program, and the telecasting of a program in no way insulates those involved in the production of the program from criminal or civil liability for the content of the program.
- FCA production equipment, facilities, and channels may not be used for the presentation or production of advertising material designed to promote the sale of products or services. FCA production equipment, facilities and channels may not be used for the dissemination of any information, directly or indirectly, involving lotteries as defined in Section 76.213 of the Rules of the Federal Communications Commission.
- Federal law provides that any person who transmits obscene programming otherwise unprotected by the Constitution over cable systems may be fined or imprisoned. Moreover, program presenters may be subject to significant civil and/or criminal liability under federal, state and local laws regarding libel, slander, obscenity, incitement, invasion of privacy, copyright violation or violations under similar laws. FCA channels may not be used to present material which violates federal, state, or local law.

Program presenters assume complete liability for the content of the programming they present, and to the maximum extent permitted by law, defend, indemnify and hold harmless Foxboro Cable Access, Inc., Comcast, or any of their employees, officers, or agents from all claims for negligence which may arise from the telecast of a program.

- I have read the requirements and regulations, along with the FCA Guidelines for Community Television; I understand them and agree to be bound contractually by them.
- I have obtained all waivers, releases and necessary permits for cablecast of this program or series.

SIGNED _____ **DATE** _____
(If Producer/Sponsor is under 18 years of age, a parent or legal guardian must sign for them)

I also understand that Foxboro Cable Access will make program dubs for a nominal fee upon request from the general public and that funds obtained from this service will be used to defray operating expenses.

PRODUCER'S INITIALS

I **(do)** **(do not)** give permission for FCA to dub my program for a nominal fee upon request from the general public and understand that funds obtained from this service will be used to defray operating expenses.