

Mail your submission to:
699 Ranstead St.
Philadelphia PA 19106

T 267 639 5481
E programming@phillycam.org

www.phillycam.org

PROGRAM SUBMISSION FORM

To submit a program for cablecast you must be PhillyCAM member.
PLEASE FILL THIS FORM OUT COMPLETELY, SIGN & SUBMIT WITH VIDEO.

Already a PhillyCAM Member

Name _____	Date _____
Organization (if applicable) _____	
Address _____	
City _____	ST _____ Zip _____ - _____
Phone Home _____	Work _____ Cell _____
Email _____	

LOG IN AT PHILLYCAM.ORG & CREATE A PROJECT PAGE FOR YOUR PROGRAM

Are You The Program's Producer (owner):

Yes No

Please Note: If you are not the producer of the program you must submit a written letter from the producer stating you have permission to show the program. You are fully responsible for the content of the show and all communication regarding it. Please do not have the producer contact us directly. If this program is from outside of Philadelphia it must be sponsored by a Philadelphia resident.

About Your Program:

Title of Program: _____

Program Length: _____

One Line Summary: (This is for our schedule and will help casual viewers understand what your show is about and why they might want to watch):

Show Format (What is your show style: Narrative, Documentary, Special Event, Instructional, Talk Show, Magazine)

Show Theme (What your show is about: Faith Based, Educational, Arts/Entertainment, Music, Youth/Families, Neighborhood, Politics)

Program Format:

HD video file

For **exact specifications** email programming@phillycam.org

If necessary:

DVD – created to play upon insertion
(NO menu, NO chapters, NO colorbars, NO countdown, NO black at beginning or end, NO letterboxing)

NOTE: DVDs must be labeled w/program Title &Episode#

Weekly Series Programming Frequency:

Weekly Bi-Weekly Monthly

OR

Stand Alone Special

Adult Material: Yes No

Does this program contain material that is only suitable for adult audiences? **Profanity** **Mature Subject Matter**

Nudity **Sexual Situations**

Please describe:

Program Origination:

Produced using PhillyCAM Equipment & Facilities

Produced independent of PhillyCAM

Show Intent

(What are your goals within PhillyCAM's mission of creative expression, democratic values, civic participation & values of accessibility, collaboration, discovery, learning, local focus, stewardship)

About Your Audience:

Age Range For Audience:

Targeted Audience (This may be an ethnic, professional, creative, geographic or other groupings, ie new families, recent immigrants, long time Philadelphians, etc):

Program Language(s):

Video on Demand (VOD): To submit video for PhillyCAM's website "on demand," it must air on the channel first, must be 100% original content & locally produced and must contain no mature content.

Each request to host a program on VOD must be made after the video has cablecast via email to programming@phillycam.org

AGREEMENT WITH PROGRAMMING POLICIES

Summary of the Programming Policies of Philadelphia Community Access Media

1. I agree to obtain all necessary clearances and permissions from any and all organizations, individuals, and groups as may be needed to videotape and/or cablecast material on the access channels and webstream on the PhillyCAM website.

2. I will be thoroughly familiar with the nature of the program material of any program I submit for cablecast and take full responsibility for its content. I understand that presentation of the following is prohibited:

- Any commercial advertising or programming including:
 - Promotion of the sale of any service or product
 - Price information
 - Commercial calls to action or inducements to buy
- Programming that does not have clearances, releases, or other assurances from copyright holders and/or those appearing in the production.
- Programming that falls below minimal technical standards for cablecast.
- Programming that does not fall under constitutionally protected speech and raises serious risk of liability on the part of PhillyCAM. This may include, but is not limited to: libel, slander, unlawful invasion of privacy, sedition (advocacy of violent overthrow of the government), or obscene material. Obscene material as determined by the courts is material which:
 - to the average person, applying contemporary community standards, taken as a whole, appeals to the prurient interest
 - depicts or describes sexual content in a patently offensive way
 - taken as a whole, lacks serious literary, artistic, political or scientific value

3. I agree to use my best judgment and make PhillyCAM aware (using this Program Submission Form) of any programming which may be objectionable to cable television subscribers. I understand that PhillyCAM has the right to place a disclaimer before, during, and after any program that, as indicated by the program provider or in the best judgment of PhillyCAM staff, may be objectionable to cable subscribers. The disclaimer will advise viewer discretion for the program and will indicate that responsibility for the content of the program lies with the program provider and not with PhillyCAM, the City of Philadelphia, nor the cable provider.

4. I understand that I am responsible for the production and presentation of my programs. I agree to hold harmless the cable provider, Philadelphia Community Access Media, and the City of Philadelphia, its directors and employees (and their successors) from any liability, loss, claim, cost or damage of any nature whatsoever which may arise by reason of any claim that any material produced, cablecast or disseminated by me infringes or violates any rights of any person or organization.

"I have read and agree to PhillyCAM's Access Rules & Procedures."

(Signature) _____ Date ____/____/____

For Office Use Only:

Received: __/__/____

NOTES: