

Granby Community Access & Media, Inc.

P.O. Box 379, Granby, MA 01033

(413) 467-1180

director@granbymedia.com

Producer/Sponsor Agreement and Indemnification Form

Program Title:	
Producer Name:	Phone #:
Producer Address:	
Sponsor Name:	Phone #:
Sponsor Address:	
Contact Person's E-Mail Address:	
Estimated Program Length:	[] Single Episode [] Series
Brief Description of the Program:	

As the producer and/or sponsor of this program -

1. I have read and agree with GCAM Policies and Procedures.
2. I am responsible for the content of program material produced or sponsored by me and agree that such program material will not include:
 - ❖ any obscene or profane material
 - ❖ any lottery or lottery information
 - ❖ any incitement or promotion of illegal activities
 - ❖ any advertising for commercial services
 - ❖ and advertising for political candidate campaigns or ballot referenda questions
 - ❖ any direct or indirect solicitation for money (*501c3 organizations are an exception*)
 - ❖ any material which constitutes libel, slander, or invasion of privacy
 - ❖ any material which infringes on publicity rights or violates trademark or copyright
 - ❖ any material that violates local, state and/or federal laws
3. I understand that I may be criminally liable for cablecasting any material which contains lottery or lottery information, obscenity, or which incites or promotes illegal activities.
4. I understand that if requested I must provide GCAM with written authorization of permissions granted to use any program material(s) deemed to be the intellectual property of another.
5. I understand that the request to cablecast on a GCAM channel may be declined after a GCAM staff review of the submitted program(s).
6. I indemnify and hold harmless GCAM, its members, Board of Directors, staff, and volunteers against any claims liability, legal fees, and expenses arising out of any use of this cablecast material or any breach of GCAM policies or other liabilities for which I may be responsible.
7. I understand that I assume full responsibility for any dispute arising from any violation of the above conditions and agree to hold blameless in any dispute the Town of Granby, its elected and appointed officials, and its agents and servants.

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Program Submission Guidelines:

- ❖ All programs, not produced or facilitated by GCAM Staff, must have a *Producer/Sponsor Agreement and Indemnification Form* on file.
- ❖ All non-GCAM productions must be submitted and sponsored by a Granby resident, employee of a Granby-based business, or member of an organized group located within the town of Granby, MA. All sponsors are required to provide contact information and agree that they, along with the program producer, are responsible for the content of the imported program.
- ❖ Programs submitted by producers under age 18 require a parent or legal guardian's signature on the completed GCAM Cablecast Request Form.

Accepted Formats:

- ❖ DVD: The disc must be fully finalized and playable in either a computer DVD drive or a set-top player.
- ❖ S-VHS (or VHS) -The tape must be recorded in SP (Standard Play) speed. The tape must include color bars and tone, countdown and the program.
- ❖ FILES: MPEG2 with MPEG2 audio. Files may be no more than 4GB in size, and must be in the NTSC format with a 4:3 aspect ratio, and a video resolution of 720 x 480.

Program requests that do not comply with the above requirements may not be accepted.

Date	Signature (of Show Sponsor)
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Date	Signature (of Parent or Guardian if Producer / Sponsor is under 18)
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Parent / Guardian information – please print	
Name:	Phone #:
Address:	
E-Mail Address:	

(for GCAM use)	
Received by:	Date:
<input type="checkbox"/> Approved	<input type="checkbox"/> Declined (explain below)