



CABLECAST APPLICATION

Project #: _____

Program#: _____

Does this tape have the required 60 second leader? Y N

Tape Accepted By: _____ Date: _____
(Media Bridges Staff)

Program Title: _____

Exact Program Length: ____ / ____ / ____ Tape Format: VHS or 3/4" Is this program: SINGLE or MONTHLY/WEEKLY SERIES

Your Name _____

Your Address _____ State/Zip _____

Telephone (h) _____ (w) _____ (p.o. boxes will not be accepted) Email Address _____

Organization's Name (if any) _____

I give Media Bridges permission to release my contact information? Y N Is this program/series locally produced? Y N

If no, does it contain a 10-second tag? Y N Is it dated material? Y N If yes, when should we stop running it? ____ / ____ / ____

Has this program been cablecast through another center? Y N

MEDIA BRIDGES RESERVES THE RIGHT TO SCHEDULE ALL PROGRAMMING IN ACCORDANCE WITH CURRENT POLICY.

***It is your responsibility to be sure the video tape meets the following technical requirements before the program is scheduled for cablecasting:**

1. The program must be immediately preceded by exactly 60 seconds of recorded black or colorbars.
2. The program must be followed by exactly 10 seconds of black.
3. Tape must be completely rewind.

4. Both the tape and case must include the exact program length and program title.

Without all of these requirements tapes will not be programmed for playback.

Please select one category that best describes your program:

_____ Religious

_____ Educational

_____ Other

_____ **Harmful to Juveniles** (Programs identified by the producers as 'harmful to juveniles' must be preceded by an audio and video parental discretion advisory reading as follows: **PARENTAL ADVISORY:** 'The following access program includes material found by the producer to be harmful to juveniles. Program contains mature subject matter or themes that you feel may not be suitable for young audiences.' Program will be scheduled between 11pm and 4am)

Program Subject:

- _____ Arts/Cultural Organization
- _____ Business/ Professional
- _____ Civic Group
- _____ Government Agency

- _____ Health
- _____ Labor Organization
- _____ Media Organization
- _____ Music

- _____ Religious
- _____ School
- _____ Social Service

OFFICE USE ONLY

Tape Number:

Channel 4 Community Access

DAY _____ DATE _____ TIME _____

Channel 8/15 Religious Access

DAY _____ DATE _____ TIME _____

Channel 15/22 Educational Access

DAY _____ DATE _____ TIME _____

DAY _____ DATE _____ TIME _____

Channel 24 Metro Access

DAY _____ DATE _____ TIME _____

Producers signing the Statement of Compliance are wholly responsible for program content. Violation of any one or all of the program content prohibitions may result in curtailment of future use of the community facilities and equipment. Media Bridges assumes no liability whatsoever for the content of access programs.

Media Bridges shall not exercise control over program content in any manner incompatible with the City of Cincinnati's franchise agreement and 1996 Telecommunications Act. However, all programming submitted for cablecast must contain local content of at least ten (10) seconds in length. Character generated text identifying the local provider's name, address, and telephone number is one means of satisfying this rule.

Once signed, Statement of Compliance applies to all the programs within a given series including "live" cablecasts up to the annual September schedule change. However, the producer who signs the Statement of Compliance to cover the series must notify Media Bridges if the program content designation changes for any episode within that series. In addition, if the producer who signed the original Statement of Compliance moves out of the city of Cincinnati or is no longer, for whatever reason, responsible for the program, notification must be provided to Media Bridges. This notification must be in the form of a newly signed Statement of Compliance and should be submitted to Media Bridges' staff at least three (3) weeks prior to the airing of any episode with the changed content or new sponsor designation. Orientation is required for all producers signing the Statement of Compliance prior to the airing of any episode. The producer agrees to release Media Bridges and its affiliates, officers, agents and employees from responsibility if their program is damaged, lost, or stolen while in Media Bridges custody.

Producers must preserve a copy of any program which is cablecast through Media Bridges ("live" or taped) for a period of thirty (30) days following the cablecast. A copy of said program must be made available upon request.

False or misleading statement(s) made in the Statement of Compliance are grounds for forfeiture of the right to use community production equipment and/or present programming for community cable channels in addition to other remedies in law or equity which may be available to Media Bridges.

STATEMENT OF COMPLIANCE

The undersigned applicant agrees to accept full responsibility for program content submitted for cablecast. The applicant hereby agrees to indemnify and hold harmless Media Bridges Cincinnati, its affiliates, officers, agents and employees from liability, legal fees and other expenses incurred as a result of cablecasting this message. The applicant recognizes that Media Bridges Cincinnati is to maintain, available for public inspection, a record of all persons applying for use of cable channels and agrees that this application may be used for such records. False or misleading statements made in this application are grounds for forfeitures of the right to use community production equipment and present programming or community messages on community cable access channels plus other remedies in law or equity which may be available to Media Bridges Cincinnati.

This program does not contain any material that is pornographic, obscene, libelous, slanderous, invade personal privacy, or is otherwise illegal according to Federal, State or Local Law. I have read and understand Media Bridges' current Policies & Operating Procedures, and certify that nothing in this program violates any of these policies and procedures.

Producer Signature _____ date _____

My signature below verifies that I have read this Statement of Compliance and agree to abide by its terms and that I am currently a resident of the City of Cincinnati.

Signature of Applicant _____ date _____

If producer is under the age of 18, a parent or guardian must sign below.

Parent/Guardian Signature _____ date _____

10 Things You Can Do To Make Your Video Better

1. Avoid making copies from copies. Always make copies from the original.
2. Avoid re-using tapes over and over again. Tape can stretch and get worn out with use. For best results only re-use a tape no more than 5 to 10 times.
3. When you are recording, make sure you are in the SP mode. LP and SLP will give you more record time on the tape, but it will reduce the quality of the image.
4. Make sure your tapes have no breaks in their control tracks, or glitches. This can happen in many ways, but the most common way is by leaving your VCR in PAUSE too long at the same point on your tape.
5. Avoid the color red. In video the first color that will run or look fuzzy is red. By limiting the amount of red used, your image is more likely to stay sharp.
6. Avoid stripes in your video. Stripes can cause an odd looking flicker in the image.
7. Try to keep your audio at a constant level.
8. Don't forget to white balance your camera. Make sure you zoom in completely on the white surface when you balance. Plus, white balance again every time you move a light, move an object, move a person or move the camera.
9. Try not to mix the types of lights in the shot. Daylight, house lamps, fluorescents, and studio lights each have a slight difference in color. Your camera may have a hard time white balancing if you mix the lights.
10. Have your talent sit up straight. An audience is less likely to listen to a person who is slouching, than person sitting up straight and showing some energy.