



Minneapolis Television Network

Series Channel Time Request Form

Sponsor/Producer information

First Name _____ Last Name _____ Member# _____
(If Available)

Residence Address(no PO Boxes please): _____ Apt/Suite# _____

City _____ State _____ Zip _____ Email _____

Contact Phone _____ Web Address _____

Should the above information be available to the public? YES NO

Are you eighteen (18) years of age or older? YES NO

Have you attended MTN's Orientation? YES NO

(The free MTN orientation is MANDATORY for any use of MTN's equipment and services.)

If you wish the public to contact you in another way, please indicate here:

Phone _____ Email _____

Series Information

Title _____

Note: There is a 3 show minimum to initiate a series.

Shows that exceed the total length of their time slot will

be cut at MTN's discretion. Tapes/DVDS without a case

will not be accepted.

Produced by: ME Another Individual/Organization

How should we notify you of your timeslot? EMAIL TELEPHONE USMAIL

Timeslot Length: Half Hour (no longer than 28:30)

One Hour (no longer than 58.30)

YOUR Time Slot Request: (circle)

CH: 16 17 75

DAY: MON TUE WED THUR FRI SAT SUN

TIME: _____ am/pm

Video Format (circle): Mini-DV DVCAM DVD

This program is produced at (circle)

My Equipment

MTN

Another Twin Cities Access Center

Out of State

Other

Description/Narrative _____

Programs that may contain vulgar language, nudity, extreme physical violence, or other content inappropriate for family viewing will be preceded by a message advising viewer discretion and will be scheduled between the hours of 10:00 p.m. and midnight. Does this program require a Viewer

Discretion Message under MTN's Program Policies? YES NO

Tape Return Policy

As a courtesy to our patrons, MTN will store submitted media for one year. MTN reserves the right to discard all unclaimed or abandoned media after one year from the submission date of the program. After a program has aired on one of the MTN channels, the sponsor or producer of the program can request the return of the submitted media. Requests for returns will be accepted daily, however, media will be returned and ready for retrieval at 2pm on the Friday of the week that follows the date of the request. All returned media will be marked with the title of the program and the date it was returned. The programming department will hold returned media for 30 days. If a sponsor or producer fails to retrieve their property, MTN reserves the right to discard all abandoned media.

A **request for return** sheet is available outside of the programming office as well as at the access desk. Requests can be received at vera@mtn.org, sarah@mtn.org, or 612-331-8575 X312. Returns can be picked up at the access counter.

Unplayable Media

If a program has been deemed unplayable the producer/sponsor of the program will be notified by email or with a phonecall. After the owner of the program has been notified, the media can be retrieved at the access desk two business days from the date of notification. Unplayable media is regarded under the same terms as presented in the tape return policy.

Elimination of VHS

As of August 2, 2010, MTN will no longer accept VHS Tapes for programming submissions. DVD, DV Tapes, and DVCAM Tapes will be the only forms of media accepted.

Tape Return

If you are sure that you will not need your media after it has aired on MTN, please choose "Yes".

May we discard your media? YES, please discard my media. NO, please do NOT discard my media.

We will only discard according to the stated policy.

I certify that no advertising, lottery nor lottery information, nor obscene, nor slanderous nor libelous material nor other form of illegal speech is contained in this program. I request that this program be shown on Minneapolis Television Network channels. I authorize the subsequent replay of this program at the discretion of MTN. I have obtained all the appropriate clearances for authorization to transmit program material over the Public Access Channels. I accept full responsibility for the content of the program and the consequences of its every presentation. I am familiar with the MTN public access rules, I have read the rules, I understand the requirements contained within the rules and will comply with them. I understand that each episode may be played a maximum of four times. I understand this series may be cancelled without notification if I do not submit new episodes. I hereby indemnify and hold harmless MTN, the City of Minneapolis, Comcast Cable of Minneapolis, their officers, directors, employees, agents and representatives from any and all liability, damage, injury and judgments arising from or in connection with any claim, as set forth within the Handbook for Public Access.

SIGNATURE: _____

DATE: _____

Assigned Channel and Timeslot

For Internal Use Only

Channel: 16 17 75

Day: M T W TH F S Su

Time _____ am/pm

Start Date _____