



**Producer Contact Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Group/Organization (if applicable): \_\_\_\_\_

Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Program Information:**

Title of Program/Series: \_\_\_\_\_

Episode Title: \_\_\_\_\_

Episode Description:  
1 sentence description for on-air program guide & marketing  
\_\_\_\_\_

Exact Program Length: \_\_\_\_\_ Media Format:  DVD  Video File & name: \_\_\_\_\_

<b>Program Origin:</b> [Check One]	<input type="checkbox"/> Access Programming – produced /created using PMN equipment and/or facilities <input type="checkbox"/> Local Programming – produced in Kalamazoo City/Township, Oshtemo Township, Comstock Township, City of Portage, or City of Parchment, MI <input type="checkbox"/> Region Programming – produced in Southwest Michigan but not in a municipality listed above. <input type="checkbox"/> Import Production - produced outside of the region above and without PMN equipment.
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Requested Day of the Week	Requested Calendar Date	Requested Time	Requested Channel
1.			
2.			
3.			
4.			



**Produced By:** (circle one)

Community Producer	Non-profit	K-12/Higher Education	Government
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**Program Category:** (circle one)

Arts & Culture	Entertainment	Health & Wellness	Public Affairs
Educational	Political	Religion	Sports

**Important Information**

- PMN will schedule all non-commercial, constitutionally protected programming at least one time. Repeats may be requested, however PMN does not guarantee that all requests for repeats can be accommodated.
- Locally produced programming will always have priority over imported programming. Imported programming may NOT air during Prime Time (Monday – Friday, 7:00 – 11:00 pm).
- Access and Locally produced programming may only receive one scheduled airing per week during Prime Time.
- If you would like to request a regular series time slot, please contact the Operations Department. You must provide at least 9 original episodes per year to hold a regular series time slot.
- Other than series programming, all programs must be submitted two-weeks before the first air date.
- PMN is not responsible for lost, damaged, or stolen media.
- All media left at the PMN facility is subject for recycle after 30 days.

**Statement of Compliance**

1. Applicant has read and is thoroughly familiar with the Rules & Procedures for use of Public Media Network, all of which are incorporated herein and made a part hereof.
2. Applicant is thoroughly familiar with the contents of the program material to be shown and states that consistent with the Rules Governing Use of Access Channels:
  - a. Neither a lottery nor lottery information will be cablecast/distributed.
  - b. No advertising material designed to promote the sale of commercial products or services will be cablecast/distributed.
  - c. All appropriate arrangements and clearances have been obtained from broadcast stations, networks, sponsors, music licensing organizations, performers’ representatives and without limitation by the above any and all persons (natural and otherwise) as may be necessary for authorization to transmit the program materials.
  - d. The program materials do not contain obscene material, as determined in a court of competent jurisdiction.
  - e. The program materials do not contain slanderous or libelous materials.
3. Applicant understand that violation of any of the able may result in imposition of civil (and in some cases criminal) liability.
4. By submitting this program, the applicant provides PMN with the non-exclusive right to air/cablecast the program, stream the program on the internet, or host on any on-demand platform. PMN has the authority to make copies of submitted programs in response to public requests or for promotional or other purposes.

**Indemnification**

Applicant agrees to defend, indemnify and hold harmless the City of Kalamazoo, the City of Portage, the City of Parchment, the Township of Comstock, the Township of Kalamazoo, the Township of Oshtemo, the Public Media Network, Charter Communications and AT&T Uverse, their officials, officers, employees, and agents from and against any and all claims, demand, causes of action, liabilities, judgments, costs and expenses (including attorney fees) arising out of the user’s use of, and transmission of program materials on the access channels and other distribution platforms.

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Initials: _____	Date & Time Submitted: _____
File Name Used: _____	