**RVTV Programming Submission Form**

**Series or show title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Episode title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ep #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Brief description:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Categories / Keywords:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Does this program contain adult content?**

 **Yes\_\_\_ No\_\_\_**

**Do you assign a Creative Commons license to this program?**

**Attribution?\_\_\_ No Derivatives?\_\_\_ ShareAlike?\_\_\_ Non-Commercial?\_\_\_**

***OR* Waive all rights (public domain):\_\_\_**

**Is this content time sensitive?**

**Yes\_\_\_ No\_\_\_**

 **Earliest play:\_\_\_\_\_\_\_\_\_\_\_\_ Latest Play:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**May we post to our Internet Archive at Archive.org?**

**Yes\_\_\_ No\_\_\_**

**PLEASE READ THE FULL TEXT BELOW AND ON THE REVERSE SIDE BEFORE SIGNING:**

By my signature on this form, I certify the following to be accurate: I am a legal adult and a resident of Jackson or Josephone County, Oregon. I understand RVTV Community Access Policy and that I bear complete responsibility for the content of the program I am submitting for cablecast to the viewers of Charter Cable, Ashland Home Network and SOU Campus Network. I attest the information on this form is valid, correct and complete and that I have read the reverse side of this form.

**Printed name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(STAFF ONLY)**

**FILENAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SERVER?\_\_\_\_ ARCHIVE?\_\_\_\_**

**FORMAT REQUIREMENTS FOR CABLECAST:**

1). All programming on RVTV Community Television is cablecast from .mp4 formatted files in high definition (720p). NO Bars or Tones at the beginning of the program. NO more than two seconds of Black at start or finish.

2). DURATION: Must be measured from the first second to the last second of the program. Durations must be totaled in hours, minutes and seconds; listing frames is unnecessary.

**DURATIONS:**

Series playing in particular time slots must not exceed the designated duration of their timeslot. Programs are typically half-hour or hour in length, though brief public service announcements and short films are welcome. Please review the 'Series Status' portion of the Community Access Programming Policy at rvtv.sou.edu for details.

**"ADULT" OR CONTROVERSIAL PROGRAMS:**

Rogue Valley Community Access Television will only schedule programs of an "Adult" nature between 10 p.m.-5 a.m. as they will be less likely to be seen by younger viewers. RVTV recommends Producers "err on the side of caution when determining if a program contains Adult Content." When submitting a program that may be questionable for any reason, check YES for ADULT CONTENT on the reverse PROGRAMMING SUBMISSION FORM and describe the suspect material in the NOTES section. Pornography is strictly prohibited in all cases. Remember - The person who submits the programming for cablecast on RVTV bears all legal responsibilities for the content of the program.

**VIEWER WARNING FOR ADULT CONTENT:**

The Producer must include the following text on the screen for a minimum of 15 seconds at the beginning of the program (if the program is longer than 30 minutes the same Viewer Warning must also be shown for a minimum of 15 seconds at the 30 minute mark of program):

*"The following program contains material which may be offensive to some viewers or inappropriate for viewing by children and young people. Viewer discretion is advised. The content of this program is solely the responsibility of [insert the Producer's name] and not that of RVTV, Southern Oregon University or RVTV's Government partners."*

**CONTACT / QUESTIONS:**

For more Information or Questions, contact:

Michael Greata, Public Access Coordinator, at: greatam@sou.edu

Brandon Givens, DMC General Manager, at: givensb@sou.edu

RVTV Public Access Phone Line: (541) 552-6898