

`Ōlelo Community Television Server Request Form



Server Request Form

IMPORTANT: Return completed form to Community Media Center Staff

All Numbered Areas on this Form must be filled out completely.

- 1) **Today's Date:** ___/___/___ **For Programs 15 minutes or less. Used as FILLER ONLY**
- 2) **Project Title:** _____ 3) **Project # (staff fill in):** _____
- 4) **Program Title:** _____

<u>Subtitle</u> (e.g. Olelo News: Worker #1)	<u>TRT</u>	<u>In</u>	<u>Out</u>
a) _____ (Check one) ___ Promo ___ PSA ___ Short Take ___ Endslate (10 second minimum)			
b) _____ (Check one) ___ Promo ___ PSA ___ Short Take ___ Endslate (10 second minimum)			
c) _____ (Check one) ___ Promo ___ PSA ___ Short Take ___ Endslate (10 second minimum)			
d) _____ (Check one) ___ Promo ___ PSA ___ Short Take ___ Endslate (10 second minimum)			
e) _____ (Check one) ___ Promo ___ PSA ___ Short Take ___ Endslate (10 second minimum)			
- 5) **This Program(s) is provided by: (Check ONLY one)**
 ___ Private individual including self ___ Education Sector ___ Government Sector
- 6) **This Program was created: (Check ONLY one)**
 ___ `Ōlelo (Kahuku) ___ `Ōlelo (Mapunapuna) ___ `Ōlelo (Palolo) ___ `Ōlelo (Wahiawa) ___ `Ōlelo (Wai`anae) ___ `Ōlelo (Waipahu)
 ___ `Ōlelo (Windward) ___ Neighbor Island ___ O`ahu (no`Ōlelo equip. used) ___ Out-of- State ___ Studio@Capitol
- 7) **Program Subject:** (Check ONLY one)

Arts and Entertainment ___ Arts/Entertainment Community ___ Community Inspirational ___ Inspirational ___ Growth	Cultural ___ Native Hawai`i ___ Native Hawaiian Issues ___ Native American ___ Pacific Islander ___ Cultural/Ethnic	Issues ___ City ___ State ___ Economic ___ Election ___ National/International ___ Social/Political ___ Environmental/Health	Sports ___ Local Sports ___ National/International Sports Education ___ Education
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- 8) **Premiere or Repeat: (Check one):**
 ___ Premiere ___ Repeat
- 9) **Does this program contain adult material such as graphic violence, sexual content or profanity?**
(Check One): ___ YES ___ NO (Programs with adult material will be scheduled after midnight.)
- 10) **Do not cablecast this program after: (date required)** _____ (six months maximum)
- 11) **Time-Sensitive:** (Complete this section if the program must be aired within a specific time frame to maintain its relevance)
 ___ No ___ Yes (Must describe time-sensitive nature and date restrictions)

- 12) **Does each program have an End Slate with O`ahu contact information? (required if over one minute):**
(Check One): YES NO
 ➤ Your name and/or the name of the responsible organization.
 ➤ An address and/or telephone number.
 ➤ An email address may be included, but does not substitute for any of the above.
`Ōlelo will not air a program without an End Slate with O`ahu information.
- 13) **The master will be available for pick up in the Mapunapuna Media Center immediately after it is loaded into our server.**
READ THE OTHER SIDE CAREFULLY AND SIGN

Date Loaded _____

Server Load A	Server Load B	Server Load C	Server Load D	Server Load E
Profile # _____	Profile # _____	Profile # _____	Profile # _____	Profile # _____
Fin TRT _____	Fin TRT _____	Fin TRT _____	Fin TRT _____	Fin TRT _____



ʻŌlelo Community Television
Cablecast Agreement (Page 2 of 2)

Staff Initials

Date Received

Tape w/ form Yes No

- I am thoroughly familiar with the content of the program material submitted for cablecast and/or internet streaming or archiving of any kind and agree that it complies with applicable federal and state statutes and regulations with regard to cable programming and internet streaming. The Program does not contain any material which is obscene; is intended to mislead or obtain money by false or fraudulent pretense; is related to any lottery or similar scheme offering prizes dependent upon chance; improperly invades the privacy of a citizen or puts someone in a false light; is libelous or slanderous; violates any copyright or trademark of any third party; contains any direct appeal for funds, support or property of value; promotes, endorses or refers to any business, service or product for which economic consideration was received; and/or designed or intended to promote the sale of commercial products, trade or services.
- I have obtained all approvals, clearances, licenses, et cetera, which are needed for the Program. This includes, but is not limited to approvals by broadcast stations, networks, sponsors, music licensing organizations, copyright owners, performers' representatives, all persons appearing in or referred to in the Program material, and any other approvals that may be necessary to cablecast the Program and stream it via the internet.
- I have paid, or will timely pay, all financial obligations (including residuals, union fees, license fees, etc.), owed to third parties in connection with the creation, cablecast and internet stream of this Program.
- I understand that ʻŌlelo will not view the Program before it is distributed. I understand that I am responsible for the content of the Program and ensuring that the Program can be legally distributed. If any legal liability of any kind is caused by distributing the Program (including cablecasting and internet streaming and archiving), I understand that it is my liability, not ʻŌlelo or anyone else associated with the distribution. I agree to indemnify and hold harmless The State of Hawai'i, Oceanic Time Warner Cable, Granicus, Inc., ʻŌlelo Community Television and their agents, employees and representatives (indemnities) from any and all liability and injury (including reasonable attorneys fees and costs incurred in defending claims and potential claims, civil or criminal) arising from, or in connection with the Program, including but not limited to: alleged violations of laws, rules, regulations or other requirements of local, state and federal authorities; claims of libel, slander, invasion of privacy, or the infringement of common law or statutory copyright; claims for unauthorized use of any trademark, trade name or service mark or the like; alleged breaches of contractual or other obligations owing to third parties and criminal charges or threatened criminal charges against indemnities or any of them. This provision is limited by ʻŌlelo policy concerning liability for attorney's fees in connection with obscene or defamatory material.
- I recognize that ʻŌlelo has not, and will not, endorse or approve the Program. I also understand that false or misleading statements made on this application are grounds for forfeiture of the privilege to use ʻŌlelo production equipment, facilities and access channels and various ʻŌlelo services, as more fully set forth in ʻŌlelo policies, rules and procedures.
- I have read and am thoroughly familiar with the rules and procedures for the use of ʻŌlelo's transmission services and agree to abide by them. I hereby grant ʻŌlelo permission to reproduce and transmit the Program at ʻŌlelo's discretion. ʻŌlelo may air the Program via any medium for a period of three years with unlimited scheduling. I hereby grant ʻŌlelo permission to copy the Program and to take excerpts, totaling no more than five minutes, for use in ʻŌlelo samplers of ʻŌlelo's programming, except when negotiated otherwise. Any such negotiations shall be mutually agreed upon and confirmed in writing.
- I agree that any damage or loss to the program matter submitted by me even though due to negligence or other fault of ʻŌlelo, its agents, employees, representatives and affiliates will only entitle me to a like amount of blank videotape. Except for such replacement, the acceptance of videotape is without other warranty or liability and recovery for any incidental or consequential damages is excluded.
- I understand that tapes left longer than 30 days from the time I am contacted to pick-up my tape(s) will be recycled.
- I understand that my contact information below will be made available to the public in connection with the Program.

10. **Please Check all applicable blanks below:**

- I am a resident of O`ahu. If you are not a resident of O`ahu, you must have a local O`ahu sponsor.
- I am 18 years of age, or over. If you are under 18, this form must be signed by a parent/legal guardian.
- I am the local PRESENTER -or- I am the PRODUCER.

I have read, understand and agree to abide by the above policies.

Name (Print): _____ Signature: _____ Date: _____

Representing: (Organization's name) _____

Mailing Address: Street _____ City _____ Zip _____

Contact Numbers:

Home _____ Office _____ Fax _____ Cell: _____ Email _____

The contact information must agree with the information in ʻŌlelo's database and may be given out upon request.

If the Copyright Holder is different, attach a permission letter with contact information.