



REQUEST FOR SERIES STATUS – General Information

Presenters or producers may apply for a series status at any time. When series status is granted, a time slot will be reserved for that particular series program for the duration of that programming season. At the end of each programming season series time slots may be reassigned.

In addition to the Request for Series Status form, presenters must complete a "Request for Playback" form for each episode of their series.

Programming Seasons

There are two six-month long seasons per year. The first begins February 1 of each year, and the second begins August 1 of each year.

Applying for New Series Status

Presenters of new series programs may apply for their desired time slot at any time during the season, upon approval of their series, and after they have successfully submitted three programs to Access Humboldt for playback. If the time slot applied for is already taken, the presenter or producer of the new series has the option of applying for a different time slot that is available at the time of his/her application, or s/he can choose to wait for the end of the current programming season to apply for their first choice of time slot.

Renewal of Series Status

Presenters who already have a series on AH and who wish to continue this series on the same time slot into the next season must reapply for renewal of series status prior to the ending of the programming season that is in progress. There is however, no guarantee that their current time slot will continue into the next programming season.

In order to give priority to presenters of new series, producers or presenters of existing series have a limited time to apply for renewal of their series. Presenters applying for a renewal of series status for the spring season beginning February 1 must submit their application to AH as early as November 15, and no later than December 15. Presenters applying for a renewal of their Series for the fall season beginning August 1 must submit their application as early as May 15 and no later than June 15. Access Humboldt reserves the right to consider applications that arrive after deadline at its discretion.

Time Slots Priority

Time slots for series will re re-assigned on a first come, first served basis. In the event two presenters submit their request at the same time, for the same time slot, priority will be given to newly approved local series. In the event both are new, local series, priority will be given to the person who is a new presenter or producer with AH.

AH reserves the right to determine time slots at its discretion. Presenters requesting series time slots are not guaranteed the time slot of their choice. Committed series time slots may be preempted at AH's discretion in order to play programs that are timely, newsworthy or urgent.

Status Approval

Requests for series status will be honored if the producer or presenter has completed, submitted, and successfully cablecast three individual programs, thereby demonstrating ability to produce or provide programming that meets playback standards.

Series Episode Cancellation

Presenters or producers may cancel their series at any time.

In order to maintain a regular series time slot, a presenter or producer must submit episodes as scheduled. Failure to submit two consecutive programs within a scheduled season may result in

loss of the regular scheduled time slot and cancellation of the series.

***PARENT OR GUARDIAN must sign for any presenter under the Age of 18.**



REQUEST FOR SERIES STATUS

Date Submitted: ___/___/_____

Please complete ALL fields in LEGIBLE writing

Please Fill out SEPARATE form for each series

(Staff Use Only)

Date Received: ___/___/___

Series Approved: Yes ___ No ___

Time slot assigned: ___/___/___

Presenter's Information

Full Name (legally responsible party): _____

Complete Address _____

Group or Organization represented, if applicable _____

Phone _____ Email _____

Program Information Local Imported

Have you presented any programs to AH in the past? Y / N

The same series that I wish to Renew through this application

A different series

A single, non-series program(s)

Please indicate the current status of the series you are applying for

Brand new series that has never been submitted to Access Humboldt

Discontinued for some time and I wish to re-initiate it

Currently running on Access Humboldt and I would like to renew it for next season

Desired timeslot/date(s): (list more than one) Please list desired timeslots in order of preference

Day _____ :___:___ AM / PM

Day _____ :___:___ AM / PM

Day _____ :___:___ AM / PM

Day _____ :___:___ AM / PM

Day _____ :___:___ AM / PM

Day _____ :___:___ AM / PM

Title of Series

Finite (a limited, predetermined number of episodes) _____ or,

Undetermined number of episodes

Programming Season:

Spring (Feb. 1-July 31)

Fall (August 1-Jan 31)

Frequency:

Weekly

Twice a month

Monthly

Other _____

Length:

Up to ½ hour

Up to 1 hour

Up to 1 ½ hours

Other _____

Please indicate if your program contains: (Must be completed)

Nudity/sexual content Y / N

Adult language unsuitable for children Y / N

Graphic violence or images unsuitable for children Y / N

By signing this Request for Playback you acknowledge that:

You must submit three single programs in order to be considered for series status. This is to ensure you can deliver programs in the correct format, on deadline, with complete information; Once your series begins, you may cancel it at any time; Preexisting series applying for Renewal are NOT guaranteed that they will receive the same time slot every Season.

When assigning time slots, Access Humboldt will use the following pre established priority guidelines:

Local series will have priority over Imported series, new series will have priority over pre existing series, new presenters will have priority over presenters who have previously submitted programs (series or not) to Access Humboldt; It is your responsibility to make sure that your program does not violate Programming Policies. These are available at our website www.accesshumboldt.net; Our policies define a series as programming with a common theme, format, length and title that is produced weekly, on regular intervals, as agreed upon between the Presenter and Access Humboldt Programming Department. Each program in a series must contain at least 75% new material. No more than 25% of the programs can be re-runs; All regular series programs must adhere to a regular show length: 00:28:30 for half-hour slots, 00:58:30 for one-hour slots.

Print Name _____ Signature _____ Date ___/___/_____

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