



## REQUEST FOR PROGRAM PLAYBACK – General Information

Humboldt residents can submit programs (live or pre-recorded) to be played on Access Humboldt TV channels and on our online Community Media Archive.

### **Programming Policy**

It is your responsibility to make sure that your program does not violate our policy on commercial content. By completing and signing this form, you assume full responsibility for the program content pursuant to all applicable laws and statutes, and that your program complies with AH programming policies. Please refer to the Programming Policies or ask for a copy of this section;

### **Commercial content**

Commercial content is prohibited on AH's community access TV channels. AH defines commercial content as information that is designed for the purpose of personal financial gain.

### **Underwriting**

Businesses or individuals may donate a specific product, service, or funding to assist an access program in return for non-commercial acknowledgment on that program.

### **Safe Harbor**

Programs that contain sexually explicit content, nudity, offensive language, or excessively violent material are considered adult programming and must satisfy certain requirements in order to be aired. If your program contains such materials it can only be played during "safe harbor" hours, from 11PM to 5AM. Failure to answer the relevant questions on this form honestly and/or failure to have the required warning on your program may jeopardize your program and your status at our facility.

### **Program Duration**

All regular series programming must adhere to a regular show length, no longer than 00:28:30 for half-hour slots, 00:58:30 for one hour slots. Please note the cue (time from start of disc to first video) and total running time (time from first video to last video) on the form.

### **Priority**

Please be aware that our policies give playback priority to new programming; programs that played previously on the station are replayed only at management discretion.

### **Technical Assistance**

If you cannot bring a DVD, you may bring us a VHS tape. If your program is local, AH will dub up to two VHS tapes per week for free. If your program is not locally made (import), AH will dub the program from VHS to DVD for a \$10 fee.

We urge you to retain a copy and not provide us with your only master;

### **Submission**

You must complete and sign this form for us to schedule playback for your program. **Applications submitted without signatures or other important information will not be considered.**

Mail your DVD and this completed form to:  
Access Humboldt  
P O Box 157  
Eureka CA 95502

Or, hand-deliver your DVD and this form to the Community Media Center on the Eureka High School campus See our website, [accesshumboldt.net](http://accesshumboldt.net), for a campus map:

1915 J Street,  
Eureka CA 95501.

FAX all correspondence to: 707-476-1702

For programming information, phone 707-476-1798 or email: [programming@accesshumboldt.net](mailto:programming@accesshumboldt.net)

### **Know This**

You can request airtime for a program you made, or a program made by someone else, with their granted permission.

