



# CABLECAST SINGLES REQUEST FORM

1. Program Title: \_\_\_\_\_ Program Length \_\_\_\_:\_\_\_\_:\_\_\_\_ (Hours:Minutes:Seconds)

2. Producer's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Phone Numbers - Day: \_\_\_\_\_ Eve: \_\_\_\_\_ Email: \_\_\_\_\_

3. If you are **not** the producer: **Requester's Name:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Phone Numbers - Day: \_\_\_\_\_ Eve: \_\_\_\_\_ Email: \_\_\_\_\_

4. Program Origination?

For programs produced in Boston:	For programs produced elsewhere:
<input type="checkbox"/> Produced using BNN Equipment and Facilities	<input type="checkbox"/> Produced at a Massachusetts Access Center What center? _____
<input type="checkbox"/> Produced using other (non-BNN) facilities/equipment	<input type="checkbox"/> Other

5. Does this program contain any potentially offensive material?  Yes  No

6. Describe the program's content. In addition to a program summary, include info about potentially offensive material or political content that may have a bearing on when the program can be scheduled

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Is this program to be aired live?  Yes  No

8. How many tapes are attached to this form? \_\_\_\_\_

9. **Scheduling Preferences:** Is there a day that you would prefer the material to air? If the material is time sensitive, please tell us when it needs to air by. Please refer to the Cablecast Department for information on singles time slots No preference? Check here:

\_\_\_\_\_  
\_\_\_\_\_

10. "I have read and agree to BNN's 'Access Rules & Procedures'." (<http://www.bnntv.org/pages/rules.html>)

(Signature of Requester) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>For office use only:</b> This Request received on ____/____/____ by _____
If cablecast was scheduled time slot: Day _____ Time _____ Date(s) _____ Scheduler _____
Date ____/____/____ Requester notified by _____ How? _____ Date ____/____/____
If request was returned to requester: Returned by _____ How? _____ Date ____/____/____
For what reasons? _____
Other comments: _____