

## Program Submission Form



Individual Name: \_\_\_\_\_ Member # \_\_\_\_\_  
First Name Last Name

Organization (if any): \_\_\_\_\_

Ind./Org. Address: \_\_\_\_\_

City of Charlottesville Resident?  Yes  No

Phone Numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Describe membership role (check one):  Series Producer  Sunday Provider  Single Program

Have you completed the CPA-TV Studio Basics course?  Yes  No

<b>SERIES PROGRAM INFORMATION</b>	<b>SUNDAY PROGRAM INFORMATION</b>
Title of Program: _____ _____	Title of Program: _____
Episode # or title: _____ _____	Topic of Sermon: _____
Date of Recording: _____	Date of Recording: _____
Air Date: _____ _____	Air Date: _____
Length: <input type="checkbox"/> 29 minutes <input type="checkbox"/> 59 minutes	Length: <input type="checkbox"/> 29 minutes <input type="checkbox"/> 59 minutes
Run: <input type="checkbox"/> weekly <input type="checkbox"/> monthly	Run: <input type="checkbox"/> weekly <input type="checkbox"/> monthly
Produced at: <input type="checkbox"/> CPA-TV <input type="checkbox"/> elsewhere	Produced at: <input type="checkbox"/> worship <input type="checkbox"/> elsewhere
Forms: <input type="checkbox"/> Talent Releases	Forms: <input type="checkbox"/> Talent Releases <input type="checkbox"/> Church Bulletin or Program

**DVD LABELING REQUIREMENTS: (please include the following information on every DVD submitted for broadcast)**

- Name of Program (not the topic)
- Name of Producer
- Name of Organization (if any) no abbreviations
- Producer's telephone number
- Producer's email address
- Air dates: primary & secondary slots
- Total Run Time: Minutes and Seconds

*All DVDs submitted to CPA-TV for broadcast are at the risk of the Producer. CPA-TV is not responsible for lost or damaged DVDs.*

I have read and understand the Charlottesville Public Access Television Policies & Procedures Manual and agree to comply with all the rules and regulations contained, especially program content.

\_\_\_\_\_  
Legal Signature

\_\_\_\_\_  
Date