

Highland Park P.E.G. Access Center
PUBLIC ACCESS CHANNEL PLAYBACK FORM

- All programs must be submitted by the Wednesday prior to the requested week of airing.
- Any Programming new to our channel is due by the 15th of the previous month or intended air date.

PROGRAM TITLE: _____

PRODUCER'S NAME: _____

ORGANIZATION (IF APPLICABLE): _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

DAYTIME PHONE: _____ **EVENING PHONE:** _____

EMAIL ADDRESS: _____

SERIES INFORMATION (IF APPLICABLE):

- Only a maximum of ten (10) series / tapes will be accepted at any given time.

PROGRAM # **SUBTITLE** **RUNTIME** **REQUESTED AIR DATE(S)**

PROGRAM #	SUBTITLE	RUNTIME	REQUESTED AIR DATE(S)

PLEASE CHECK ONE:

- I will make arrangements to reclaim my media within thirty (30) days after final airdate.
- I authorize the disposal of my media after its intended air date.

I hereby authorize the playback of the above listed program on Highland Park Public Access channel 19. I understand that I must submit this completed playback form five (5) calendar days prior to its first airing. Any changes in the above scheduled episode(s) must be submitted in writing with a new completed form no later than three (3) business days prior to its first airing. Falsifying registration information or failure to comply with the Highland Park Public Access Center Rules and Regulations will result in immediate dismissal from the programming schedule.

PRODUCER'S SIGNATURE: _____ **Date:** _____

STAFF SIGNATURE: _____ **Date:** _____

Producers are responsible for reclaiming their tapes in a timely manner in accordance to the Highland Park Public Access Center Rules & Regulations. The Highland Park Public Access Center is not responsible for lost, stolen, or damaged media.

OFFICE USE ONLY

R: Y N **Why:** _____