

GUIDELINES

SUBMITTING TAPES TO BROADCAST ON OFC-TV OR CIC-TV

ACCEPTABLE TAPES:

Your name, address & running time must appear on tape or DVD.

Program should benefit community

Program must be non-commercial in nature

Videotapes should be recorded on quality tapes.

You must have a graphic introduction to acknowledge producer, host and other credits as necessary. OFC-TV or CIC-TV cannot do this for you. (It can be as simple as using a blank sheet of paper to shoot the title and any credits you wish.)

******* ATTACHED FORM MUST BE SUBMITTED WITH TAPED PROGRAM.**

UNACCEPTABLE TAPES:

Programs for financial, personal, promotional or commercial gain or purposes

Programs with obscene or indecent material within

Programs making political endorsements

Programs with material constituting libel, slander, invasion of privacy or publicity rights, unfair competition, violation of trademark or copyright, or which might violate any local, state or federal laws.

FURTHER CONDITIONS:

Tapes must be delivered to City Hall, 155th & Central, Oak Forest, clearly **marked to the attention of the Tom Rieman** and **SUBMITTED WITH ATTACHED FORM.**

Tapes must be picked up within a timely manner after last airing date. The Oak Forest Broadcasting Network (OFBN) is not responsible for tapes left longer than two weeks after last airing date. No tapes will be mailed or hand-delivered to owners. Tapes not picked up in a timely manner become the property of OFBN.

Although every precaution will be taken to safeguard tapes the Cable Commission and OFBN takes no responsibility for tapes that are lost, stolen or damaged in any way.

Time-slots and/or days for programs to air are at the discretion of OFBN. Oak Forest community programs, or programs produced by Oak Forest residents, will have precedence over adjacent community programs.

OFBN and/or the Cable Commission have the right to refuse any playbacks if conditions of these guidelines are not met. Any questions concerning refusal of airing tapes must be made to the Cable Commission at the Cable Commission meeting. Meetings are held on the 2nd Thursday of the month at 7 PM in City Hall, Council Chambers, 155th and Central, Oak Forest.

Producers are totally responsible for the content of their programming. A complete Standard Community Channel Operating Rules is available upon request from the Cable Commission by leaving a message at (708) 687-4050 ext. 1061. **Please address any questions to the same number.**

THIS FORM MUST BE SIGNED AND SUBMITTED WITH TAPE:

FORM FOR PRESENTING PROGRAM TO BROADCAST ON OFC-TV

NAME _____

ADDRESS _____

CITY _____ PHONE NUMBER _____

TITLE OF SHOW _____ **RUNNING TIME OF TAPE:** _____

I understand that by signing this form:

- a) I attest that I am over 18 years old.
- b) I give OFBN permission to add a disclaimer to program.
- c) I am responsible for contents of program as outlined in "Acceptable Tapes."
- d) I accept all responsibility for contents and licensing of program.

SIGNATURE: _____ DATE: _____

Comments, if any:

PLEASE ATTACH THIS FORM TO YOUR TAPE AND BRING IT IN TO OAK FOREST CITY HALL, 155TH & CENTRAL AVE., OAK FOREST TO THE ATTENTION OF :

TOM RIEMAN, OAK FOREST BROADCAST NETWORK.