

DCAT - Durham Cable Access Television

APPLICANT'S AGREEMENT (Form 1.2)

Responsibilities of the Applicant

The Applicant is the contact person and, very often, the Producer, Host and Interviewer of his or her program. As the applicant, you will be asked to complete the following 12 steps before you can begin your production.

1. Sign and return all necessary forms and contracts. (see reverse side of this agreement for a schedule of required documents)
2. Fulfill DCAT training and volunteer requirements
3. Assemble your own trained volunteer crew to assist with the production of your program
4. Schedule all taping dates and times with DCAT staff.
5. Schedule all editing times with staff.
6. Be present at all taping assignments.
7. Communicate pertinent data to guests and turn in all signed talent and copyright releases
8. Assume total responsibility for strict adherence to all DCAT policies and guidelines.
9. Assume total responsibility for full compliance with DCAT post production and post cablecasting procedures including proper shut-down; stowing of equipment and cables; dating, labeling, and storage of tape(s); cleaning and securing of equipment
10. Assume total legal responsibility for the contents of your program.
11. Assume total financial responsibility in the event of loss of, or damage to DCAT equipment and/or facilities
12. Assume responsibility for all program promotion, program content, guest comments, talent releases,

I have read, understand, and agree to comply with the contents of this document.

Signed _____ Date _____
Applicant

Schedule of DCAT Channel-Use Documents

Phase I Documents: (must be completed and returned before production can begin or approval granted)

- 1.1 Application For Channel Use
- 1.2 Applicant's Agreement
- 1.3 Production Outline
- 1.4 Contract

Phase II Documents

- 2.1. Talent Release
- 2.2. Copyright Release
- 2.3. Equipment Signout form