

RECEIVED: \_\_\_/\_\_\_/\_\_\_ By: \_\_\_\_\_      INGEST/FETCH: \_\_\_\_\_  
PLAYS: TBD (or) \_\_\_/\_\_\_/\_\_\_ @ \_\_\_\_\_ pm      Input/Segment/Clip: \_\_\_/\_\_\_/\_\_\_ By: \_\_\_\_\_  
PROCESS-BY DATE: \_\_\_/\_\_\_/\_\_\_      WK. ORDER: QC    Encode    Ingest  
Played: \_\_\_/\_\_\_/\_\_\_ @ \_\_\_\_\_ pm 2X: \_\_\_\_\_      Ingest Source: \_\_\_> ADC: \_\_\_> MRec: \_\_\_\_\_  
Assigned BLUELINE Kill Date: \_\_\_/\_\_\_/\_\_\_      Passed / Rejected: \_\_\_/\_\_\_/\_\_\_ By: \_\_\_\_\_  
Deleted: \_\_\_/\_\_\_/\_\_\_ By: \_\_\_\_\_ Status: \_\_\_\_\_      Provider Notified: \_\_\_/\_\_\_/\_\_\_ By: \_\_\_\_\_  
COMMENTS: \_\_\_\_\_

----- ABOVE SECTION FOR OFFICE USE ONLY -----

# ACCESS SAN BERNARDINO

## Playback Request / Program Tracker Form

[ ONE REQUEST FORM MUST ACCOMPANY EACH PROGRAM SUBMITTED ]

SERIES TITLE (if ongoing series): \_\_\_\_\_

UNIQUE EPISODE TITLE: \_\_\_\_\_ (and/or) SHOW # or DATE: \_\_\_\_\_

EXACT LENGTH: \_\_\_:\_\_\_:\_\_\_ CUT NUMBER (if multiple shows per DVD/tape: #1 \_\_\_ (or) #2 \_\_\_  
Hr. Min. Sec.

CURRENTLY ACCEPTED MEDIA FORMATS (please circle one):    DVD-R    VHS    S-VHS    ¾" U-Matic/SP

[ Non-R.O.S. providers\* must specify intended play date/time: \_\_\_/\_\_\_/\_\_\_ @ \_\_\_:\_\_\_p.m. Deliver media 2 weeks prior. ]

PRODUCER: \_\_\_\_\_

SUBMITTER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT PHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_ e-mail: \_\_\_\_\_

[NOTE: Information in BOLD should also appear on your media label and its box, to help prevent loss.]

IMPORTANT / PLEASE READ! 1) All Public Access programs are scheduled only *after* passing Quality Control (QC) processing, to ensure compliance with our "Technical Standards and Other Requirements" and "Public, Educational and Government (P.E.G.) Policies and Procedures." 2) \*Non-Run-of-Schedule (Non-R.O.S.) programs for reserved time slots coordinated by the City of San Bernardino E.D.A./ Inland Empire Media Group (I.E.M.G.) require submission at least 10 days in advance of the specified playback date. 3) Standard Public Access programs are played Run-of-Schedule (R.O.S.), and will be scheduled on a "first-come, first-slotted" basis only – with no repetitive slotting. 4) Final schedule placement of all Public Access programs is at the sole discretion of the I.E.M.G. 5) Time required for processing varies. 6) All Public Access programming is subject to change without advance notice.

*I am authorized to request the program described above for cablecast on the City of San Bernardino's "Access San Bernardino" television channel. I certify that the above mentioned program contains no obscene or indecent material as defined by local, state and federal codes; no advertising materials; neither lottery nor lottery information; and no unauthorized copyrighted material; and that this program complies with all Community Cable Television Commission (C.C.T.C.) policies. Furthermore, I assume complete responsibility for this program and its content; and agree to indemnify and hold harmless the City of San Bernardino, I.E.M.G., C.C.T.C., local cable operators, their officers, employees, and agents from any other potential liabilities. I also understand that I am responsible for reclaiming my submitted media within 30 calendar days of its cablecast, and that after this period of time, unless other arrangements have been made in writing, it will become the property of the I.E.M.G., and is subject to recycling and/or disposal. This form is filed as a public record. I hereby acknowledge acceptance of the above:*

**SIGNATURE:** \_\_\_\_\_ **PRINT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

If you have any questions concerning the above, or how to improve your program submission(s), please contact the I.E.M.G. any weekday at (909) 384-5147, via fax to (909) 384-5580, or via e-mail to: [miller\\_don@sbcity.org](mailto:miller_don@sbcity.org). Office hours may vary on weekdays and holidays.