

Belmont Media Center Program Proposal

**This is the first step to producing a show. Please provide as much information as you can, so that we can further assist you on developing and planning a new show.
Feel free to schedule an appointment for further assistance on getting started.**

Name: _____ Date: _____
 Phone: Day: __ (____) _____ Eve.: __ (____) _____
 Email: _____
 Organization: _____
 Address: Street: _____ BMC
 City: _____ State: _____ Zip: _____ Membership# _____

Proposed Program:

Title: _____

Single: _____ Series: _____

Monthly: _____ Weekly: _____ Live: _____ Taped: _____

Length: _____

Start Date: _____

Please list all of the equipment that may be needed: _____

Please provide a description of your program: _____

(Turn this sheet over to other side)

Intended Audience/Purpose of Program: _____

Other Notes: _____

Please read before you sign

I hereby propose the above program for production and cablecast on Belmont Media Center's (BMC) channels. By signing this agreement, I understand that I am fully responsible for the content produced on this program and hold BMC, the Town of Belmont, and Comcast harmless from any liability, loss, or damage that may arise from the production and cablecast of this program. I understand that presentation of the following is prohibited:

- Commercial material
- Obscenity, defamation, invasion of privacy, or copyright violations
- Anything which violates local, state, or federal laws

I plan to receive appropriate releases for any copyright material used in the program. I have read and agree to abide by the policies of BMC.

Producer Name

Date

Producer Signature

Date

BMC Approval

Date