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CAPS Media Center
CAPS Radio
KPPQ-LP Ventura 104.1 FM

Radio Program Broadcast Request

PLEASE NOTE: This document is a legally binding contract. By completing this form, you assume full responsibility for the program content pursuant to all applicable laws and statutes. Programs can be rejected or delayed if paperwork is incomplete, inaccurate or if there are technical problems with the submitted media. Minor applicants must have signature of parent or guardian in order to submit programming. You must be a CAPS Radio member to submit programming. REMEMBER: A new form must be filled out completely for each individual program/piece of media, whether single or part of a series. CAPS reserves the right to rebroadcast submitted programming.

Date: ____/____/____

Date to First Air: ____/____/____

Member Name: _____

Phone _____ Email _____

Project Title: _____

Program/Episode/ #: _____

Program is: New Resubmission

Program is: Series - Weekly/ Monthly Single Program/Special Event

TOTAL RUNNING TIME: ____:____:____
Hrs Mins Secs

Media Format: WAV 16 bit on Thumb Drive SD Card Dropbox (preferred method)

Recorded in studio Other Location Syndicated

Summary of Program/Episode content:

Submit and Attach Spintron report and/or any other documentation.

FOR STAFF ONLY: Uploaded for Broadcast / Rebroadcast on ____/____/____ by ____ TRT: ____:____:____
Hrs Mins Secs

Start Play: ____/____/____ Last play: ____/____/____

Additional Programming Notes

ABOUT YOUR PROGRAM

CAPS Radio operates the Low Power FM station as a community service. We are governed by the FCC. You need to have read and completed the FCC training in order to broadcast programming. We encourage you to **STOP AND THINK** for a moment concerning the content of your program. The FCC's guidelines are strict and violations are subject to large fines to both the station and the producer and could jeopardize the station

Does this program contain:

YES NO

Obscenity: See *Policies and FCC guide*. "Obscene matter" means matter, taken as a whole, that to the average person, applying contemporary statewide standards, appeals to the prurient interest, that, taken as a whole, depicts or describes sexual conduct in a patently offensive way, and that, taken as a whole, lacks serious literary, artistic, political, or scientific value. See *Policies and FCC guide*.

 Adult language: See *Policies and FCC guide*. Language which refers to sexual intercourse and/or sexual behavior in any form, or human genitalia or human excretory functions. See *Policies and FCC guide*.

 Violence: See *Policies and FCC guide*. Extreme acts of violence against people or other living things. Graphic depictions of violent acts, images or sounds of violent human or animal mutilation, torture or death.

 Sexual Content: See *Policies and FCC guide*. Sexual acts conversations, dialogue or any other presentation that involves the depiction or simulation of sexual acts and/or sexual intercourse in any form, or human excretory functions.

If you answered YES we cannot air your program.

Programming liability and indemnification agreement:

- a. Federal law provides that any person who transmits obscene programming or programming otherwise unprotected by the U.S. Constitution over cable systems may be fined or imprisoned. Moreover, program presenters may be subject to significant civil and/or criminal liability under federal, state, and local laws regarding libel, slander, obscenity incitement, invasion of privacy, copyright violation or violation of other similar laws. **CAPS Radio and its members/disc jockeys/producers** may not be used to present material which violates any federal, state or local laws.
- b. CAPS Radio may not produce or presentation commercial or advertising material designed to promote the sale of products or services or solicit funds for any activity. **CAPS Radio and its members/disc jockeys/producers** may not be used for the dissemination of any information, directly or indirectly, involving lotteries or games of chance as defined in Section 76.213 of the Rules of the Federal Communication Commission.
- c. The program presenter may be penalized, their programming removed from the airwaves or dismissed from producing, airing or providing programming for time determined by the station manager or executive committee.

I have read the requirements and regulations and attest that all the statements I have made are true to the best of my knowledge. I understand CAPS Media/CAPS Radio policies and programming liability and agree to be bound contractually to them.

SIGNATURE: _____ DATE: ____/____/____

PLEASE NOTE: All media must be clearly labeled with member and/or organization name, program/episode title(s) and contact information (phone & email).