

Producer / Programmer _____ I.D.# _____ Exp. Date _____

PRINT NAME LEGIBLY

Equipment Needs for Field / Studio Producers

Will your co-producer use Ch27's technical equipment and/or facilities?	Yes	No
Will you and your crew be using your own equipment?	Yes	No
In what capacity will your co-producer assist you? Host Director Other:	_____	
Co-Producer Certified by Ch27 in:	Field	Studio
	Imovie	Applied Magic
	Final Cut Pro	None
Additional Crew Member Names:	_____	
<input type="checkbox"/> ← Staff Initials verifying crew cert.	_____	
(Circle) Ch 27 Studio/Equipment needs:	Studio A	Studio B
	Field/Editing Equipment	Other
(Circle) Frequency of Equipment needs:	weekly	every other week
	bi-monthly	monthly
	quarterly	
How many shoots do you plan?	_____	
Locations of shoots:	_____	
What footage is critical to your program?	_____	
Pre-production plan: Estimated hours/minutes raw footage needed for each show:	_____	
Estimated editing requirements for each show(<i>hours & software you plan to use</i>):	_____	

Non-Linear Editing Contract for Field / Edit only Producers

who will use Quote Unquote editing equipment and facilities

The contract below is in addition to other contracts signed for services received at CCC27.

Initial	Initials of Staff verifying Ch 27 certification ↓
I have been certified by Ch 27 in <i>(Please circle)</i> : and have a good understanding of its operation.	Applied Magic Imovie Final Cut Pro
It is my responsibility to inform staff when I begin production for a new show, and editing for a new show.	
If I do not own a hard drive, I will be assigned one hard drive for a period of 3 weeks to store my work on during edit sessions at the station. I understand that I can archive my work on data DVDs prior to deletion.	
At the end of the three weeks, all my work on the hard drive will be erased and the hard drive assigned to another accessor. If I need an extension on the hard drive, I must communicate this to Ch 27 staff.	
I understand that I need to plan and organize my editing time so that I may complete my show and have it turned in at least one week in advance of the air date.	
I understand that only CCC27 certified accessors are allowed to use the Macs, hard drives, and any and all other Channel 27 equipment (This includes the use of the internet). I am responsible for my guests. A violation of this rule will cause a warning and possible suspension from the facilities at CCC 27.	
I understand that am allowed to use the internet by special request for a total of 30 minutes per edit session for the specific purpose of downloading text, music or images which will be used in my project. I will keep a written log of downloads to inform staff of my activity. I WILL NOT visit any pornographic websites, and no advertising, commercial material, lottery information or obscene or pornographic material will be edited.	
I understand that I am not allowed to change the connections from one piece of equipment or another on any CCC27 equipment. All hard drives and mini DV decks will be connected and disconnected by a staff member. If I am in need of assistance, I will ask a staff member.	
I understand that No Food or Drink is allowed in the edit bays or Apple Training Center	

Operating Rules and Basic Reminders

	I have been given a copy of "The Operating Rules" for equipment and facilities use at Quote... Unquote, Inc. and I agree to abide by these rules.
	I understand that programs produced with Quote... Unquote, Inc. equipment and facilities will not be rented, sold, offered for donations, or commercially distributed in any way.
	As a 3C27TV Producer, I understand that I and anyone in my production crew will not be paid for any production involving Quote... Unquote, Inc. equipment or facilities.
	Scheduling with one department does not constitute scheduling throughout the organization
	Applicant agrees to indemnify and hold harmless QUOTE UNQUOTE , INC., the Community Cable Access Channel 27, Comcast Cable and the City of Albuquerque from any and all liability or other injury including all reasonable cost of defending claims and litigation arising from or in connection, claims for failure to comply with any applicable laws, rules, regulations or other requirements of local state or federal authorities : for claims of libel, slander, invasion of privacy, or infringement of common law or statutory copyright: of unauthorized use of trademark, trade name, or service mark; and for any other injury or damage in law or equity which claims a result from the producer/sponsor agents use of the Community Cable Channel.
	As a 3C27TV Producer, I agree to pay all attorneys fees and reasonable costs incurred by Quote... Unquote, Inc. in protecting rights or property covered in this agreement or in a lawsuit arising from a breach of this agreement by you.
	Applicant understands that the Community Cable Channel 27 maintains a file of the names and addresses of all person or groups requesting time slots for two years. Such records are available for public inspection by certified law enforcement official, after notification to the producer. Time slots will not be made available to individuals who refuse to have their identity presented at the beginning and end of the aired programming, or to individuals or groups who refuse to have their identity maintained in CCC27 records.
	Applicant understands that they must be an Albuquerque resident in order to obtain a timeslot for the cablecast of any programming (legal ID required).
	I give Community Cable Channel 27 permission to webcast my program.

I will use Quote... Unquote, Inc. equipment and facilities to produce public access programs to be cablecast on 3C27TV.

Applicant must be an Albuquerque resident in order to obtain a timeslot for the cablecast of any programming (legal ID required).

I, the Undersigned, Fully understand that I am responsible for adhering to all regulations and policies of Quote... Unquote, Inc. and the Community Cable Channel 27. I fully understand and agree to adhere to all conditions contained within this program outline. I agree to inform the access tech of any changes relevant to the program.

Signature: _____	Date: _____
Driver's License State & and No. _____	This info is to verify local area residency

If the Accessor is under 18 years of age, this form must be signed by the parent or legal guardian accepting responsibility for the minor's use of Public Access equipment and/or facilities.

Parent/Legal Guardian Signature: _____	Date: _____
Driver's License State & and No. _____	This info is to verify local area residency

Pre-Production Proposal Approved by (Print Staff Name): _____

Staff Signature: _____ **Date:** _____