



**Nā Leo TV**  
Community Access Television

**Staff Use ONLY!**  
1st Airdate: \_\_\_\_\_

**Playback Request Form for NLTV Producers/ Presenters**

- 1. SUBMISSION DATE: \_\_\_\_\_
- 2. UPLOADED FILE NAME: \_\_\_\_\_
- 3. PROGRAM TITLE: \_\_\_\_\_
- 4. EPISODE TITLE: \_\_\_\_\_
- 5. PROGRAM/EPISODE DESCRIPTION: \_\_\_\_\_

6. SEARCH KEYWORDS: \_\_\_\_\_

7. LENGTH: \_\_\_\_ : \_\_\_\_ : \_\_\_\_

8. THIS PROGRAM WAS CREATED: (check ONE)       Nā Leo - Hilo       Nā Leo- Kona  
 Neighbor Island       Out-of-State

9. PROGRAM SUBJECT: (check ONE)  
 Arts/Entertainment     Cultural/Ethnic     Health/Well Being       Religious  
 Community Event       Educational       Inspirational/Spiritual     Science/Technology  
 Community Info       Food       Issue Oriented       Sports  
 Other

10. **DOES THIS PROGRAM CONTAIN MATURE CONTENT:**       Yes       No  
(Contains graphic violence, sexual content, or profanity. Programs with mature content will be scheduled after midnight.)

10. Check One:       ROS(no preference in air date or time)  
 I request these air dates/times:

**Video on Demand**  
If you would like this program to be made available via Nā Leo TV's Video on Demand service, render and submit a copy of your program according to Video on Demand directions. Check below if you have submitted an additional file for Video on Demand.  
 YES

12. TIME SENSITIVE: (Program must be aired within a specific time frame to be relevant. Program will stop airing after that date.)  
 No     Yes (If yes, give date program should start and stop airing.) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ - \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Producer: (Print) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home: \_\_\_\_\_ Office: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Representing Organization Name: \_\_\_\_\_

Copyright Holder: (Print) \_\_\_\_\_

If you are NOT the Copyright Holder, attach a permission letter with a signature and contact information. Please inform Client Services when your contact information has changed. Visit <http://naleo.tv/documents> for information on file submission requirements & to review a copy of the Public Access Policies & Procedures.