Revised 4/1/2017

Staff Use ONLY!
1st Airdate:_____

Nā Leo TV
Community Access Television

Playback Request Form for NLTV Producers/ Presenters

1. SUBMISSION DATE: _____
2. TV FILE NAME:_____
3. VOD FILE NAME: _____
4. PROGRAM TITLE: _____
5. EPISODE TITLE: _____
6. PROGRAM/EPISODE DESCRIPTION:_____
7. SEARCH KEYWORDS:_____
8. LENGTH: ___ : ___ : ___
   HR MIN SEC
9. THIS PROGRAM WAS CREATED: (check ONE)
   ☐ Nā Leo - Hilo ☐ Nā Leo- Kona
   ☐ Neighbor Island ☐ Out-of-State
   ☐ Other
10. 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
11. **DOES THIS PROGRAM CONTAIN MATURE CONTENT:** ☐ Yes ☐ No
    (Contains graphic violence, sexual content, or profanity. Programs with mature content will be scheduled after midnight.)
12. Check One**:** ☐ ROS(no preference in air date or time)
    ☐ I request these air dates/times below:
    _____ _____ _____
13. 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.) ___ / ___ / ___ - ___ / ___ / ___

Video on Demand (VOD)
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

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.