



CG993 CAPE UPDATE MESSAGE LINE & VIDEO APPLICATION
CITY of CAPE GIRARDEAU

PUBLIC INFORMATION OFFICE – 401 INDEPENDENCE, CAPE GIRARDEAU, MO 63703 – 573-339-6391, cg993@cityofcape.org

Office Use Only
 Date Submitted:

The CG993 Message Line and Cablecast is a service provided by the City of Cape Girardeau for residents and organizations located within Cape Girardeau and Jackson. The following information must be completed before your first message is displayed.

NOTE: Once your message is approved to post on CG993, you may submit new slide messages or recordings at your convenience by email, fax or mail. Do not complete this form for subsequent submissions. Should you have questions about this form contact the Public Information Office between 8 a.m.-5 p.m., Monday through Friday. Please keep a copy of the submission form for your records.

Name	Organization
Organization Address	City, State Zip
Primary Phone	Email
Where is your organization located:	Dates to display message or video:
<input type="checkbox"/> Cape Girardeau	/ / to / /
<input type="checkbox"/> Jackson	

Is the item of interest or event within 30 miles of Cape Girardeau or Jackson? Yes No

Message text or video program title & content *(Messages should be brief; will only be on screen about 7-10 seconds at a time):*

INSTRUCTIONS

1. All messages must be typed in an email or clearly printed.
2. Submitted images, including logos, must be in JPEG (.jpeg) format sized to **500 x 700 pixels** or less.
3. **Digital video files** are preferred. Our system runs MPEG4 video files. Please bring the digital file on a flash drive, SD card, CD with video files, or other device on which the video files can be readily transferred to the Public Information Office. We prefer **not** to receive movie DVDs.
4. The Public Information Office of the City of Cape Girardeau reserves the right to edit messages for clarity and space requirements.
5. Messages must be received by the Public Information Office at least **five work days before** the display date. If received in fewer than five work days, the Public Information Office shall make a reasonable effort to accommodate the request.
6. Slides have a **maximum display time of three months**. Entries will post no more than three weeks in advance of an event.
7. **Multiple slides and videos from one organization will be allowed as space allows.**
8. Return completed forms to CG993 – Public Access Television, 401 Independence, Cape Girardeau, MO 63703; cg993@cityofcape.org.

Terms & Conditions - Applicant applying to use CG993 public access channel agrees to the following terms and conditions:

1. The City has no control over the content of the Applicant's messages or video, and therefore the Applicant agrees to indemnify and hold the City harmless from any and all liability or other injury (including reasonable costs of defending claims or litigations) arising from or connected to claims for failing 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, for unauthorized use of trademark, trade name, or service mark; for breach of contractual or other obligations owing to third parties by the City; and for any other injury or damage in law or equity which claims result from the Applicant's use of the City of Cape Girardeau's CG993 public access television station.

2. I acknowledge that the program material submitted does not contain the following content:

- a) Direct solicitation for funds, goods, or services for material compensation;
- b) Advertising material designed to promote the sale of commercial products or services, including advertising by and on behalf of candidates for public office;
- c) A game of chance or any advertisement or information concerning a game of chance; and
- d) Any obscene or indecent materials or materials that advocate criminal acts.

3. Those submitting requests for taped materials must agree to make all appropriate arrangements with, and to obtain all clearances from broadcast stations, networks, sponsors, music licensing organizations, performers' representatives, and, without limitation from the foregoing, any and all other persons (natural or otherwise) as may be necessary to transmit its program material over the City's cable television system. In addition, each taped material submitted not obviously connected to the City of Cape Girardeau shall have a "wrap around" consisting of a message prior to and at the completion of the taped material stating the following:

- a) How the taped material is connected to the community;
- b) How the individual or entity submitting the request is connected with the community; and
- c) The full name and local address of the individual or entity submitting the request.

4. The City of Cape Girardeau, through its Public Information Officer (PIO), retains the right to accept or reject submitted material based upon the above criteria, regardless of how the message material was received by the PIO (form, fax, email or mail). Those submitting requests that are denied access to CG993 shall receive written notice of such denial and shall have an opportunity to provide written appeal to the Cape Girardeau City Manager's office within thirty (30) days of said denial. The City Manager will review said written appeal within thirty (30) days. Such written notice and written appeal shall be investigated by the City Manager's office with the decision rendered regarding said investigation to be final. The party appealing will be provided written notice of the City Manager's final decision by the Public Information Officer.

5. The City of Cape Girardeau retains the right to maintain available for public inspection a record of all persons applying for use of CG993, and agrees that this application, emails, faxes and other communications between your organization and the PIO may be used for such record.

Message Acknowledgment

I, _____ (print), hereby acknowledge that I have read the terms and conditions, and the message material submitted by my organization, both now and in the future, does not / will not contain the following content:

- a) Direct solicitation for funds, goods, or services for material compensation;
- b) Advertising material designed to promote the sale of commercial products or services, including advertising by and on behalf of candidates for public office;
- c) A game of chance or any advertisement or information concerning a game of chance; and
- d) Any obscene or indecent materials or materials that advocate criminal acts.

I have read the above materials and acknowledge and agree to all terms and conditions contained herein:

Signed

Date