

# DVD & YouTube Submission Form

MEDIA LIBRARY # \_\_\_\_\_

**DVD's MUST BE SUBMITTED WITH A COMPLETED DVD SUBMISSION FORM** in order to air on PCA. Any material subject to copyright, ownership, royalty rights, licenses or releases have been obtained and copies are available to PCA upon request. Please do not submit your master copy. PCA will not be returning your submission as it is now part of our media library. Contact staff for dubbing questions.

**DVD Labels Must Have the Following:** \*Program title & episode number/subtitle (if applicable) - \*Total Running Time (TRT) - \*Producer name and phone number - \*Only one show; no multiple shows on the DVD - \*Play on first play

**Please Print:**

Name: \_\_\_\_\_ Producer Name (if different): \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Show Title: \_\_\_\_\_

Schedule Display Title (max. 30 characters, including spaces): \_\_\_\_\_

TRT (Total Running Time): \_\_\_\_\_ Leader time (if any): \_\_\_\_\_ Episode #: \_\_\_\_\_

Description of DVD/YouTube content:

\_\_\_\_\_  
\_\_\_\_\_

**Please circle Yes or No:**

Yes No This program makes reference to time specific events or activities.  
If yes, please list dates to be played from \_\_\_\_\_ to \_\_\_\_\_  
and include preferred days \_\_\_\_\_ and times \_\_\_\_\_

Yes No This DVD contains material which might be considered objectionable.  
If yes, PCA reserves the right to limit broadcast hours to between 11pm and 6am.

Yes No Releases for material subject to copyright, royalty rights or residuals have been  
obtained and producer accepts full responsibility for program submitted.

Yes No I would like my video uploaded to PCA's YouTube channel (see backside of form)

**Please choose the one subject that best fits your show:** (PLEASE CHECK CHANNEL OPTION AND CIRCLE ONE CATEGORY)

\_\_\_\_\_ Channel 26 (Religious, Entertainment, Community, Free Speech, After Hours, Local Interest, Youth)

\_\_\_\_\_ Channel 27 (Educational, Instructional, Schools, Universities, School Games)

\_\_\_\_\_ Channel 28 (Government – City Council, Government Meetings)

\_\_\_\_\_  
Producer's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Staff

# YouTube Upload Regulations & Guidelines

**Important:** Do not upload any TV shows, movies, music videos, music concerts, commercials or music without written permission unless they consist entirely of content you created yourself.

If you've recorded something from a DVD, videotaped your TV screen, or downloaded a video online, don't post it unless you have permission

Uploading these shows without written permission from the copyright holder may cause PCA to lose its uploading rights and membership with YouTube

If at any time PCA feels that copyright material has been uploaded to YouTube, PCA may ask the Producer for signed written permission from the copyright holder.

Failure to follow YouTube's Rules for upload can be cause for suspension and or expulsion of your PCA membership.

Unless otherwise notified, videos uploaded to YouTube are public; anyone can search for and view your content.

**PCA will upload your video to the PCA YouTube Channel for \$5.00**, this will also include a notification through PCA's social media sites (Petaluma 360, Facebook, Twitter)

Please provide tags. Tags are keywords that describe videos. For example, a surfing video might be tagged with "surfing," "water," and "waves."

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Category: (Circle ONLY one)

Autos & Vehicles, Comedy, Education, Entertainment, Film & Animation, Gaming, How-to & Style, Music, News & Politics, Nonprofits & Activism, People & Blogs, Pets & Animals, Science & Technology, Sports, Travel & Events

License: (Circle one):

Standard YouTube License (default)

Creative Commons - Attribution (CC-BY - reuse allowed)

By signing, I agree to abide by PCA's YouTube Upload Regulations & Guidelines.

\_\_\_\_\_  
Producer's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Staff