



COVERAGE REQUEST FORM

Revised July, 2014

Although there are a number of events and programs that WinCAM staff covers in the town of Winchester, our mission states that we depend mostly on volunteer members for programming on our channels. For that reason, we ask that residents requesting coverage of a Winchester event fill out this form so that our staff may attempt to make arrangements. Please allow no less than two weeks' notice for any requests. WinCAM makes no guarantees of coverage based on the completion of this form.

EVENT NAME: _____ EVENT DATE: _____

EVENT START AND END TIME: _____ EVENT LOCATION: _____

INDOORS OR OUTDOORS: _____ RAIN DATE: _____

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE EVENT OR OF THE NATURE OF YOUR REQUEST: _____

MAIN CONTACT FOR EVENT: _____ PHONE NUMBER: _____

SECONDARY CONTACT FOR EVENT: _____ PHONE NUMBER: _____

FURTHER INSTRUCTIONS OR INFORMATION: _____

All events covered using WinCAM equipment are intended for air on WinCAM channels. The producer of the program will own all copyrights regarding the final produced program. It is incumbent upon the parties requesting coverage of an event to gather all the required releases associated with the event and its eventual retransmission on WinCAM channels. The views and opinions expressed in programming airing on WinCAM are those of the program's producer and do not necessarily reflect those of its staff, Board of Directors or the Town of Winchester, MA.

REQUEST SUBMITTED BY: _____ DATE: _____

(OFFICE USE ONLY)

COVERAGE PROVIDED BY: _____ DATE: _____

WinCAM REPRESENTATIVE: _____