



ATKINSON COMMUNITY TELEVISION  
CABLE CHANNEL 6

## **Receipt/Return of Outside Physical Media**

Producers providing outside productions for cablecast will be given a copy of this form for all physical media accepted and received. It is the responsibility of the producer of such programs to retrieve their media within ten (10) business days of the last cablecast of each program. After those ten (10) days have passed, Atkinson Community Television (ACTV) and the Town of Atkinson and its staff and volunteers assume no responsibility for any media left in our possession. Upon return of their media, all producers will sign this form again, acknowledging the return of their media.

Producer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (Work/Cell): \_\_\_\_\_

I have read the above policy regarding responsibility for this program and understand its intent.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Program: \_\_\_\_\_

Media Format: \_\_\_\_\_

Date Received by ACTV: \_\_\_\_\_

Received by: \_\_\_\_\_

Date Returned to Producer: \_\_\_\_\_

Signature Acknowledging Return: \_\_\_\_\_