



PODCAST CONTRACT

Program Title: _____

PROGRAM TYPE (Please select one of the following)

Series

Single

REQUESTED PROGRAM TYPE (Please select one of the following)

30 Minutes

1 hour

Special (by arrangement)

REQUIRED FACILITIES (please select one of the following)

Outside Production

In Studio

DELIVERY METHOD (please select one of the following)

In Person File

wetransfer.com

PODCAST PRODUCER CONTACT INFORMATION

Producer's Name (Please Print): _____

Substitute Producer (if applicable): _____

Address: _____ City/Town: _____

Address(2): _____

State: _____ Zip: _____

Phone Number: (_____) _____ - _____

Email: _____

AGREEMENT (Please read carefully before signing)

- ▶ I, the undersigned, acting individually or as the representative of a non-profit organization, hereby agree to serve as a Podcast Producer with Gateway Collaborative Media. As a Podcast Producer, I agree to indemnify and hold harmless Gateway Collaborative Media, its management, staff, volunteers, and affiliates from any claims arising from programming produced by me, including but not limited to libel, slander, invasion of privacy, noncompliance with laws or regulations, licensing fees, unauthorized use of copyrighted material, and any associated legal fees or costs.
- ▶ I agree to comply with all Gateway Collaborative Media Operating Rules and Procedures, as they may be amended from time to time. I understand that this includes all policies, procedures, and operational guidelines related to any facilities, equipment, or resources I am authorized to use under this agreement.
- ▶ I agree not to produce, distribute, or broadcast programming intended to generate revenue for any party, nor programming whose primary purpose is commercial promotion, trade, or commerce.
- ▶ I acknowledge that I have completed the Program Proposal process and understand that the Programming Committee reserves the right to review my program at any time and determine whether it will continue to be hosted on GCM's podcast platform(s).
- ▶ I understand that serving as a Podcast Producer for Gateway Collaborative Media requires current and relevant training in podcast production, and station procedures. I further understand that this agreement is contingent upon maintaining training requirements as determined by Gateway Collaborative Media Management.
- ▶ I grant Gateway Collaborative Media permission to redistribute, archive, stream, or otherwise use, in whole or in part, any programming produced using Gateway Collaborative Media facilities and resources under this agreement.
- ▶ I accept full responsibility for any damage to, loss of, or misuse of Gateway Collaborative Media property, equipment, or access devices resulting from negligent or unauthorized use. I agree to reimburse Gateway Collaborative Media for repair or replacement costs and understand that improper use of facilities or equipment may result in suspension or loss of future access privileges.
- ▶ I understand that activities or uses not specifically covered by this agreement, including duplication, syndication, streaming, podcast distribution, or other non-broadcast distribution of programming, may require separate written agreements at the discretion of Gateway Collaborative Media Management.
- ▶ I understand and acknowledge that only members who are at least 18 years of age may serve as a Podcast Producer for Gateway Collaborative Media.
- ▶ I understand new content will be posted within 48 hours of submission unless otherwise agreed upon by Gateway Collaborative Media and the Podcast Producer.

Producer's Signature: _____ Date: ____/____/____

Parent or Guardian's Signature: _____ Date: ____/____/____
(If Producer is under 18 years of age)

GCM Staff (initials): _____ Date: ____/____/____