

WHFL-TV Program Contract and Guidelines

- ◆ **Advertising:** The General Manager must approve all commercial clients before they can be considered as a client of Free Life Ministries, Inc./WHFL-TV "FLM/WHFL" or the local program. All local programmers must maintain in their file a current list of their advertisers and the arrangements with each of their advertisers.
- ◆ **Amendment of Guidelines:** Any of the guidelines and rules stated herein may be amended by FLM/WHFL by giving thirty days notice of such changes and delivering a new set of guidelines to any person. In addition, the rates of charges for any program can be changed by giving thirty days notice of the change.
- ◆ **Cancellation Clause:** FLM/WHFL may cancel, at any time and without notice, for violation of any of the following restrictions:
 - For words or actions **used** on the air which could or may cause embarrassment or legal claims to or against FLM/WHFL.
 - For lack of payment.
 - For an offensive or negative attitude towards FLM/WHFL or any of it's personnel.
 - For any improper, untoward remark or statement against any individual or group of persons of their religion or their faith.
 - Any improper materials or subject matter in a patently offensive manner.FLM holds the license for WHFL and the trust of the viewers in this community and therefore no program holds any right to any time. FLM/WHFL is under no obligation to relocate a program once airtime has been approved.
FLM/WHFL requires that all program hosts be actively involved in the program due to our liability release forms.
- ◆ **Cancellations:** A 30-day notice is required on all cancellations. Normally we have a waiting list and can have you replaced within 30 days. This is also the reason for requiring you to be responsible for your program time each week. In order to cancel time, payment of the balance in full must be submitted at the time of cancellation.
- ◆ **Control Room:** **No one** should be in the Control Room except Station Personnel.
- ◆ **Food and Drink:** No food or drinks are allowed in the building.
- ◆ **Payment:** Unless prior arrangements have been made, all payments are to be in cash in advance. We will accept checks until we receive a returned check. A \$25.00 service fee will be charged on all returned checks. All accounts are due on the 15th of each month. All accounts are subject to a 1.5% late fee on the balance plus a \$25.00 Late Charge.
- ◆ **Political:** All political candidates must be authorized through the General Manager's office and the program must meet FCC requirements. This includes all programs or advertisements whether paid or free.
- ◆ **Production Quality:** All outside production must meet broadcast standards both in the area of video and audio. No program will be accepted if the quality is inferior. We are requesting new clients to record on DVCam.
- ◆ **Program Responsibility:** You are responsible for your program time even if you are not here. All programs will be billed accordingly. We will pre-tape a stand-by tape to use in case of your absence. We can also pre-record some weeks in case of revivals, etc. at our regular production fee. Please let us know well in advance.
- ◆ **Program Time:** No program time can be subleased to any other organization. In the event of changes in your contract, airtime reverts back to FLM/WHFL.
- ◆ **Programs in Progress:** If there is a program airing when you arrive at the studio, please do not enter the studio until the program is finished, whether it is live or taping. Wait quietly in the break room or front lobby. Loud noises carry over into the studio.
- ◆ **Set Up Time:** Persons should arrive 15-30 minutes ahead of time, depending on how much set up is required.
- ◆ **Smoking: Absolutely no smoking is allowed anywhere in the building.**
- ◆ **Use of License:** Programmer takes all responsibility for his/her music and video licensing. A written letter giving FLM/WHFL authorization to air video or audio will be required.

Notice, Please Read Carefully:

Any statements, beliefs or opinions, which may be broadcast, are not necessarily the views, statements or opinions of the management and the management reserves the right to add a disclaimer clause at any time it deems appropriate. The undersigned has read the above guidelines, and his or her people, understand and will abide by the provisions therein.

Program Name: BY GRACE ALONE Accepted by: BRYAN WHEELER
Mailing Address: 201 RAMBLEWOOD DRIVE. City: MT. OLIVE State: NC Zip: 27305
Phone: (919) 921-2579. Email: PASTOR6342020@GMAIL.COM (Date Accepted: 12/21/23)

Liability Release

The above name client of FLM/WHFL does hereby accept all responsibility for the program and time and for all persons involved in the program, including their actions and words while the program is being presented or on station premises. He or she understands that any opinions expressed on the program are not necessarily those of FLM/WHFL and he or she does hereby agree to hold FLM/WHFL harmless and blameless from any and all responsibility for the views presented on any program or any actions resulting from those views.

Signed: Rev. W. Robert Wheeler Date: 12/21/23.