



KTBS 3  
 Attn: Accounting Dept.  
 312 East Kings Hwy.  
 Shreveport, LA 71104  
 Phone: 318-861-5800 Fax: 318-219-4634

**VIDEO REQUEST FORM**

I request a video copy of \_\_\_\_\_ which  
 aired on \_\_\_\_\_ during the \_\_\_\_\_ newscast.

Format: DVD

I agree this video copy is made available under the following conditions, restrictions and limitations.

I understand the video aired as part of a regularly scheduled newscast of KTBS, LLC. and, as such is copyrighted and owned by KTBS, LLC. and is subject to all applicable laws and regulations governing such copyrighted material.

The video will be maintained in a personal video collection/archive/training library, and shall be shown for private; noncommercial and personal use only and may not be shown publicly in any manner, including, specifically the posting of this video in part or whole to any Internet websites, whether owned by the recipient or third parties including but not limited to You Tube, Facebook, and MySpace. KTBS, LLC. actively monitors these and other websites for instances of what we consider to be copyright infringement.

The video, or segments thereof, will not be used for any commercial purpose and may not be included in any advertising or promotional venture whatsoever.

The video, or segments thereof, will not be used in the preparation of or as evidence in any legal action or lawsuit.

The video may not be used in any manner that would be inconsistent with the policies and image of KTBS, LLC.

KTBS, LLC. reserves all legal rights it may have to enjoin the unauthorized use of the video, to cancel this agreement and demand return of the video in the event of a violation, without refund (which shall be liquidated damages) and to seek damages including reasonable attorney's fees.

You agree to indemnify and hold harmless the KTBS, LLC. and its employees and agents from and against any claim or cause of action that in any way results from the delivery of the videotape to you or any use made by you of the videotape. You further agree to release KTBS, LLC. and its employees and agents from any and all claims that you have or that you may have in the future that in any way arise from or have any connection with the broadcast, taping or other exhibition of the contents of the videotape, including, without limitation, any claim for defamation or invasion of privacy.

**Payment should be tendered by check, credit card or money order payable to KTBS, LLC. in the amount of \$50.00 at the time of the request. You will be called when your DVD is ready for pick up (within 2 – 4 weeks) at 312 East Kings Hwy. Shreveport, LA 71104, and please supply your email address for a pick up reminder. If the DVD must be mailed please include an additional \$15.00 for shipping and handling.**

**I will abide by the conditions, restrictions and limitations placed on the use of the video provided me as outline above. Payment is enclosed.**

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ Signature \_\_\_\_\_  
 PHONE NUMBER: \_\_\_\_\_ Date \_\_\_\_\_  
 EMAIL \_\_\_\_\_