

DO's

1. **DO** submit only original material created by you or under your direct supervision and control.
2. **DO** obtain and be prepared to produce the written consent or permission of each and every person contributing to the material submitted by you to use their creative contribution and to grant TUTV the right to use their creative contribution. (Note: this includes all actors, writers, musicians, composers, directors, producers, crew, graphic designers, artists, etc.).
3. **DO** obtain and be prepared to produce the written consent or permission of each and every person or entity that owns or controls the rights to pre-existing material used by you in your project to use that pre-existing material and to grant TUTV the right to use such pre-existing material. (Note: this includes all artwork, photographs, music, film clips, etc.)
4. **DO** obtain and be prepared to produce the written consent or permission of each and every person or entity that owns or controls a location that is featured in the materials submitted by you. (Note: this includes buildings, parks, fields, residences, etc.)
5. **DO** obtain and be prepared to produce the written consent or permission of each and every person or entity that owns or controls the rights to trademarked images appearing in your materials to use such trademarks and to grant TUTV the right to use such trademarks.
6. **DO** be prepared to stand behind your work and to defend TUTV against any claims that your materials are not original or infringe on the rights of other individuals.
7. **DO** be prepared to sign a Submission Agreement that provides for, among other things, a full release of TUTV of any claims of plagiarism or copyright infringement and an acknowledgement that TUTV has no obligation to use or broadcast your materials.

DON'Ts

1. **DON'T** use or incorporate anything in your materials that is not original to you or licensed to you in writing from the appropriate party.
2. **DON'T** invade anybody's privacy in order to create the materials submitted by you.
3. **DON'T** include any statements in your materials that you know to be false or are libelous, slanderous or defamatory of any individual or business or which casts that individual or business in a negative light (unless approved in writing by TUTV).
4. **DON'T** include indecent, sexually explicit or pornographic materials in your submission.

5. **DON'T** include foul language in your materials.
6. **DON'T** accept payments or any other kind of compensation to include advertising or product placements in your materials being submitted.
7. **DON'T** enter into any agreement on behalf of TUTV or in any way suggest that you work for or are an authorized agent of TUTV.