

PRINCIPALS: Please forward to your Graduation/Commencement Coordinators

We are once again offering to broadcast your recorded high school graduation ceremonies on PWCS-TV (Comcast Channel 18, and Verizon Channel 36). We will also make your ceremony available on-demand at <http://pwcstv.com>. Those schools wishing to participate need to email Angela Carey ([careyax@pwcs.edu](mailto:careyax@pwcs.edu)) in the Media Production Services Office with the following information:

1. Would you like your school's graduation ceremony broadcast on PWCS-TV?
2. Do you want your school's graduation ceremony available on-demand for online viewing at <http://pwcstv.com>?
3. Contact information for the graduation/commencement coordinators at your school.
4. Contact information for the person/group you have contracted to record your event.

A professionally-edited master DVD or electronic file (MP4, MOV, MPG) must be provided along with rebroadcast rights. Please let us know when to expect to receive the master DVD or electronic file (MP4, MOV, MPG).

Once all information has been submitted and we have received a professionally-edited master DVD or electronic file, the Office of Media Production Services will provide a broadcast schedule. Your school's ceremony will be scheduled to air on PWCS-TV multiple times in scheduled time slots. The schedule will be posted on <http://pwcstv.com> by late June. If permission is also given, the on-demand video will be made available as well at <http://pwcstv.com>