

AGREEMENT FORM FOR POLITICAL CANDIDATE ADVERTISEMENTS

(check applicable box)

FEDERAL CANDIDATE

STATE/LOCAL CANDIDATE

To Avail Themselves Of The Lowest Unit Charge During A Political Window, Federal Candidates Must Sign The Certification On Page 3

Station and Location: KUSA / KTVD DENVER	Date:
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I, Lisa Cabanel,
being/on behalf of: Jared Polis
a legally qualified candidate of the Democratic
political party for the office of: Governor
in the Primary
election to be held on: June 26 2018

do hereby request station time as follows:

Broadcast Length	Time of Day, Rotation or Package	Days	Class	Times per Week	Number of Weeks

Attach proposed schedule with charges (if available):

I represent that the payment for the above described broadcast time has been furnished by:

Polis For Colorado


and you are authorized to announce the time as paid for by such person or entity. I represent that this person or entity is either a legally qualified candidate or an authorized committee/organization of the legally qualified candidate.

The name of the treasurer of the candidate's authorized committee is:
Sally Chafee

This station has disclosed to me its political advertising policies, including: applicable classes and rates; and discount, promotional and other sales practices (not applicable to federal candidates).

THIS STATION DOES NOT DISCRIMINATE OR PERMIT DISCRIMINATION ON THE BASIS OF RACE OR ETHNICITY IN THE PLACEMENT OF ADVERTISING.

To Be Signed By Candidate or Authorized Committee

_____  _____
Date Signature

To Be Signed By Station Representative

<input type="checkbox"/> Accepted	<input type="checkbox"/> Accepted in Part	<input type="checkbox"/> Rejected
		
Signature	Printed Name	Title

Jared Polis

Order

Give order to JC, who looks at order and approves entry into WO.

- Transaction = Cash
- Order Type = Political
- Special Handling = Other, Notes = CIA
- Rev Code 2 = POL (Filter)
- Rev Code 3 = POL Candidate or POL Issue (Filter)
- Candidate Discount Rate → P2 (Filter)
- All others (issues or non-issues, ballot or non-ballot) → P3 (Filter)

FCC

If first order for the year, get signed NAB form from JC. She has to view/approve copy before signing. She will give you the NAB form only after she has approved the copy is suitable for broadcast.

- If NAB form "National Importance" NO box checked: post/upload (scanned copy of) NAB form only to FCC website. Do not need to upload a copy of the contract.
- If NAB form "National Importance" 'YES' box checked: post (scanned copies of) NAB form + contract.

See below for URL/login/pw for FCC

<https://publicfiles.fcc.gov/admin/>

KUSA: 23074/W6j9wwRV KTVD: 68581/7z6E25zZ

Go to FCC public Files for each station's site.

Issues folder vs Non-issues folder/Each client gets its own folder

- When contract over and it has been invoiced, delete order and replace with invoice.

Accounting

- Go to Candidates or Issues folder on Sales drive (i.e. S:\SALES\POLITICAL\POLITICAL FOLDER 2018\Candidates) ✓ FOR 3/21
- Open corresponding file (i.e. "2018 KUSA Account Balances – Q2 Candidates") ✓ FOR 3/21
- One tab for each candidate or issue. Add all orders to appropriate tab. ✓ FOR 3/21
- Record payments as they come in.

Credit Card Payment - Check in Wide Orbit's "Payments" task and add appropriate tracking number and payment.

Hard Check Payment - Check email for CIA/copy of check sent. Go to Dallas if necessary. Write WO Orbit order number on the check. Leave in Bronco's Cups ("Check Cup") downstairs in accounting.