



## TECHNICAL REQUIREMENTS FOR CERTIFIED PRODUCERS

Use the following guidelines for submitting outside programs for playback on our public access channels.

### 1. ONE PROGRAM PER DVD OR FLASHDRIVE

### 2. PROGRAM ENDS:

- a. 30 seconds max of underwriting closing credits (if applicable).
- b. 20 seconds max of production credits which **MUST** include:
  - i. Name of each crew member (unless anonymity is requested)
  - ii. **PUBLIC DISCLOSURE** (full name of Producer and mailing address [should not be a physical address; an email may be included]; phone number [optional]; name of copyright owner; source of program).

#### c. 10 Seconds: “FREE AIRTIME STATEMENT”

Production facilities are provided free to the clients of Nā Leo TV. Airtime is free. Charging for airtime is **NOT** allowed.

#### d. 10 Seconds: “DISCLAIMER”

Nā Leo TV, Oceanic Time Warner Cable and its affiliates are **NOT** responsible for the Views Expressed or the content of any Community Access Programming.

#### e. 10 Seconds: “ACKNOWLEDGEMENT”

This program was produced using Nā Leo TV production facilities.

### Acceptable Submission Formats:

- Programs should be submitted using NLTV’s established presets. See the information provided in the edit bays, or obtain clarification from a member of Client Services. Programs must be submitted in Standard Definition (SD) for playback on our channels.
- Producers may use the established presets to render a high-definition program for playback on the video on demand system available on our website.
- Producers can burn a DVD copy of their program or render a master file for themselves as well.
- Half-hour programs must be 28, 29, or 30 minutes, and one-hour programs must be 58, 59, or 60 minutes. Programs of non-conforming lengths must be negotiated with staff in advance — otherwise, such programs will only be aired in timeslots from 12:00 a.m. to 6:00 a.m.

**For more information, please contact us:**

**Hilo: (808) 935-8874**

**Kona: (808) 329-9617**