



## TECHNICAL REQUIREMENTS FOR CERTIFIED PRODUCERS

Use the following guidelines for submitting 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. 10-20 seconds max of production credits which **MUST** include:
  - i. Name of each crew member (unless anonymity is requested);
  - ii. **PUBLIC DISCLOSURE:** full name of Presenter and mailing address (should not be a physical address; an email may be included); phone number (optional); name of copyright owner; and source of program (disclose if portions of your show were taken from other sources).
- c. **ALL** of these disclaimers for a minimum of 5 seconds each, up to a maximum total running time of 45 seconds for all disclaimers combined:
  - **ACKNOWLEDGEMENT:** “This program was Produced using Nā Leo TV production facilities.”
  - **FREE AIRTIME STATEMENT:** “Production facilities are provided free to the clients of Nā Leo TV. Airtime is free. Charging for airtime is not allowed.”
  - **DISCLAIMER:** “Nā Leo TV, Oceanic Time Warner Cable and its affiliates are not responsible for the views expressed or the content of any public access programming.”

### 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.
- If desired, producers must 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**