



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:** email or mailing address (should **not** be a physical address); name of copyright owner and source of program (disclose if portions of your show were taken from other sources); full name of Producer and phone number are optional.
- 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 to the clients of Nā Leo TV. Airtime is free. Charging for airtime is not allowed."
 - **DISCLAIMER:** "Nā Leo TV, Spectrum, 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 can choose to have their files added to our website's video on demand system by checking the applicable box on the Playback Request form.
- 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