



## EPISODE SUBMISSION FORM

Program Name \_\_\_\_\_

Project # \_\_\_\_\_

Submission Date \_\_\_\_\_

Producer \_\_\_\_\_

Member # \_\_\_\_\_

Episode Title \_\_\_\_\_ Episode # \_\_\_\_\_

TRT      Hours      Min      Sec  
\_\_\_\_\_ : \_\_\_\_\_ : \_\_\_\_\_

Total Run Time

In Cue      \_\_\_\_\_ : \_\_\_\_\_ : \_\_\_\_\_

Time from the beginning of hour tape to the first frame of your show. If DVCPRO or MiniDV, use time code

Start Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Earliest date the show should play

End Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Latest date the show should play

**Check all that apply:**

- Public Access
- Educational Access
- Government Access
- Adult Content
- Filler

**Subject:**

- Documentary
- Entertainment
- Event Coverage
- Informational
- Magazine

- Politics
- PSA
- Religious
- Short Subject
- Sports
- Talk Show
- 

**Language:**

- English
- Spanish

- Russian
- Other \_\_\_\_\_

**Production Date** \_\_\_\_\_

**For Office Use Only**

Received \_\_\_\_\_

Tape Number \_\_\_\_\_

Encoded \_\_\_\_\_

Program Number \_\_\_\_\_

# Tape Requirements

When you get your tape:

Time	Description
0:00:00	Tape beginning
0:00:00 - 0:00:05	Black, no audio
0:00:05 - 0:00:15	Bars and tone
0:00:15 - 0:00:20	Slate
0:00:20 - 0:00:30	10 sec countdown
0:00:30 - 0:29:30	Episode
0:29:30 - 0:30:00	Black, no audio

1. Put your tape in the deck and fast forward to the end, then rewind to the beginning. The tape is now *stretched*.
2. Record black with no audio for at least 10 seconds.
3. Rewind 5 seconds and assemble edit tone and bars for at least 10 seconds.
4. Create your slate and assemble it onto your tape starting at 15 seconds.
5. Assemble edit your countdown onto your tape with the last two seconds in black with no audio.
6. Assemble edit your show (29 or 59 minutes)
7. Assemble edit 30 seconds (or more) black at the end of your show.
8. At this point if you want to put more than one show per tape you would repeat the process starting with step 4. Be sure that there is no control track break from the beginning of your tape to 30 seconds after the end of the last show on the tape.
9. Label you tape with:
  - Program name
  - In time for each program on tape
  - Total running time for each program
  - Short one line description for each episode
10. If there is more than one show on the tape or if the show doesn't start near the beginning of the tape queue the tape to the beginning of the program that you want to show. You should also attach a note to the tape case telling the Programmer which show to program for which dates.
11. Fill out the Tape Submission Form.
12. Put the finished program in the incoming tape slot in our lobby no later than Wednesday noon on the week before you want it to show.

NOTE: DVD's take much longer to render. If you are trying to create a DVD at the last minute it would be better to record onto a tape.

## NewTV Producers/Directors

Please enter the following information each time you pass in a program  
Keep this page stapled to your Episode Submission Form

*Program Title* \_\_\_\_\_

*Producer(s)* \_\_\_\_\_

*Production Date(s)* \_\_\_\_\_

Crew Name	Number of Hours On Crew
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*Set Designer* \_\_\_\_\_

*Lighting Designer* \_\_\_\_\_

*Scriptwriter* \_\_\_\_\_

*Set Up* \_\_\_\_\_

*Host* \_\_\_\_\_

*Director* \_\_\_\_\_

*Assistant Director* \_\_\_\_\_

*Technical Director (switcher)* \_\_\_\_\_

*Audio* \_\_\_\_\_

*Graphic Designer* \_\_\_\_\_

*Graphic Operator* \_\_\_\_\_

*Teleprompter* \_\_\_\_\_

*Phones* \_\_\_\_\_

*Playback/Record* \_\_\_\_\_

*Floor Manager* \_\_\_\_\_

*Camera* \_\_\_\_\_

*Camera* \_\_\_\_\_

*Camera* \_\_\_\_\_

*Editor* \_\_\_\_\_

*Production Assistants* \_\_\_\_\_

*Other (specify)* \_\_\_\_\_