

To Apply for a New Series

- Submit a series request form by September 30, 2018
- Submit three new episodes with the same subject matter before October 31, 2018
- **New series will begin as a Monthly series first**
- You may graduate to a semi-monthly status once you have met your delivery deadlines for three consecutive months.

Available Series Options

Frequency

- Monthly * Must deliver a new episode every month

*** Monthly series DO NOT air in the fifth week of the month.**

Length

- Half hour series No longer than 28:30 (includes endslate information)
- Hour series No longer than 58:30 (includes endslate information)

(All episodes should be delivered at the approximate length assigned, but must not be less than 15 minutes)

Program Type

- Local Must contain at least 50% locally-produced material
- Non-Local Contains less than 50% locally-produced material

‘ŌleloNet Video on Demand Option (olelo.org/olelonet) **Available for LOCAL series ONLY**

‘Ōlelo's online collection of **locally-produced**, premiere community programs.

We encourage you to make your local series available on ‘ŌleloNet. To do so, just check the box and we'll take care of the rest!

****To Maintain a Series Timeslot****

- A new episode must be submitted for each scheduled premiere date.
For example, a monthly timeslot requires a new episode once a month to maintain that timeslot.
- Previously aired episodes are not considered new. They may not be re-submitted for air during any series timeslot. They may be submitted as repeat specials.
- New episodes are due five days in advance of its first airing to the Māpunapuna Media Center. Episodes can be submitted at other centers but with enough lead time to deliver them to the Māpunapuna Media Center.
(For example, a show that premieres on Saturday is due on the previous Monday)