



✓		Program Submission Checklist	
	Audio	Average around -12dB, should not exceed -6dB/ Sample Rate: 48Khz	
	Video	Should not exceed 100% IRE/minimum -10% IRE (Apply Broadcast Safe in FCPX if over)	
	Video	Video Black cannot be onscreen for more than 10 seconds.	
	Endslate	Necessary for all programs longer than 2 minutes 10 seconds, easy-to-read point size with minimally: Producer's Name + Phone Number AND/OR O'ahu Address (e-mail optional) <i>Please add music or audio if the endslate is longer than 10 seconds.</i>	
	Duration	Series programs' total running time (TRT) must be equal to or less than the series time allotted. Specials programs are any show longer than 15 minutes that is not a series. Shorts are programs less than 15 minutes in length and depending upon its intent, must be classified as one of the following: Short Take, Promo or PSA.	
	File Specifications	HD - 1920x1080p (Progressive) SD programs 720x480 are currently accepted. Codec – H.264 Extension/Wrapper - .MP4 or .MOV Frame Rate - 29.97p Data Rate - < 18 Mbps 30 minute File size <4Gb 60 minute File size <8Gb	
	Filename Convention	Show Type Project Number Episode Title TRT	
		SE – Series	SE 12345 Series Episode Title 2745 7-30 <i>(Add the Premiere Date for series programs)</i>
		SP – Special	SP 23456 My Special Episode Title 2830
		ST – Short Take	ST 34567 My Short Take Title 1415 (under 15 minutes)
		PS – PSA	PS 45678 My PSA Title 0030
	PR – Promo	PR 56789 My Promo Title 0230	
	Media Info Label	Complete a Media Info Label for each submission. The program's filename should match the filename written on the Media Info Label.	
	Check with Staff	For those editing at an Ōlelo Center, please ask a staff member to check your FCPX timeline prior to export.	
	Mahalo!	Mahalo for your efforts in creating programs for our community!	