

‘Ōlelo Community Media  
Program Submission Checklist

<b>[X]</b>	<b>VIDEO</b>	
	Luma/Chroma Levels	<ul style="list-style-type: none"> <li>• Maximum: <i>100% IRE</i></li> <li>• Minimum: <i>7.5% IRE</i></li> </ul>
	Black	A program may not contain <i>10 continuous seconds</i> of black.
<b>[X]</b>	<b>AUDIO</b>	
	Audio Levels	<ul style="list-style-type: none"> <li>• Average: <i>-12dB</i></li> <li>• Peak Maximum: <i>-6dB</i></li> <li>• Stereo: <i>2 channel (Left, Right)</i></li> </ul>
	Silence	A program may not contain <i>10 continuous seconds</i> of silence.
	Sample Rate	<ul style="list-style-type: none"> <li>• <i>48Khz</i></li> </ul>
<b>[X]</b>	<b>FILE FORMAT</b>	
	Codec	<ul style="list-style-type: none"> <li>• Video Codec: <i>H.264</i></li> <li>• Audio Codec: <i>AAC-LC</i></li> </ul>
	Container	<ul style="list-style-type: none"> <li>• <i>.mp4 or .mov</i></li> </ul>
	Resolution	<ul style="list-style-type: none"> <li>• High Definition: <i>1920x1080 (preferred) or 1280x720</i></li> <li>• Standard Definition: <i>720x480</i></li> <li>• <i>Progressive (preferred) or Interlaced</i></li> </ul>
	Frame Rate	<ul style="list-style-type: none"> <li>• <i>29.97fps</i></li> </ul>
	Bit Rate	<ul style="list-style-type: none"> <li>• Maximum: <i>18 Mbps</i></li> </ul>
<b>[X]</b>	<b>ENDSLATE</b>	
	Length	A program longer than 2 minutes must include an endslate at the end of the video for <i>at least 10 seconds</i> .
	Content	<ul style="list-style-type: none"> <li>• <i>Full name of the Producer, Presenter, or Organization</i></li> <li>• <i>O’ahu Address or O’ahu telephone number</i></li> <li>• Optional: <i>Email Address</i></li> </ul>
<b>[X]</b>	<b>PROGRAM TYPES AND ACCEPTED TOTAL RUNNING TIME (TRT)</b>	
	SE	<ul style="list-style-type: none"> <li>• <b>SERIES</b></li> </ul> <p>A series program’s TRT must be <i>equal to or less</i> than the series time allotted.</p> <ul style="list-style-type: none"> <li>• Types: <i>28:30 or 58:30</i></li> </ul>
	SP	<ul style="list-style-type: none"> <li>• <b>SPECIAL</b></li> </ul> <p>A program <i>equal to or longer than 15 minutes</i> that is not a series.</p>
	ST	<ul style="list-style-type: none"> <li>• <b>SHORT TAKE</b></li> </ul> <p>A program <i>less than 15 minutes</i>, not classified as a PSA or Promo.</p>
	PS	<ul style="list-style-type: none"> <li>• <b>PUBLIC SERVICE ANNOUNCEMENT</b></li> </ul> <p>A program usually less than 2 minutes, must be <i>less than 15 minutes</i>.</p>
	PR	<ul style="list-style-type: none"> <li>• <b>PROMO</b></li> </ul> <p>A program which promotes a program or non-commercial event, must be <i>less than 15 minutes</i></p>
<b>[X]</b>	<b>MEDIA INFORMATION LABEL</b>	
	File Name Convention	<ul style="list-style-type: none"> <li>• <i>Program Type (SE / SP / ST / PS / PR)</i></li> <li>• <i>Project Number</i></li> <li>• <i>Episode Title</i></li> <li>• <i>TRT</i></li> <li>• If Applicable: <i>Series Premiere Date</i></li> </ul> <p>Ex. <i>SP 12345 Thanks to You 3647</i></p>
	Media Info Label	A program must be submitted with a media info label. The program’s filename must match the filename written on the Media Info Label.



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**Recommended FCPX Export Settings:**

Master File > Settings

Format: Computer

Video Codec: H.264 Faster Encode

Resolution: 1920 x 1080

Color Space: Standard – Rec. 709

Audio Format: AAC

1920 x 1080 \ 29.97 fps

Stereo (L R) \ 48kHz

.mp4

