



# LIVE AND ADVANCE AIRDATE REQUEST

Media File Name: \_\_\_\_\_

- 1) **Project Title:** \_\_\_\_\_ 2) **Project #:** \_\_\_\_\_
- 3) **Episode Title (120 character limit):** \_\_\_\_\_
- 4) **Episode Description (120 character limit):** \_\_\_\_\_

*Please give a description for programs longer than 15 minutes. Mandatory for all VOD Requests. Descriptions will also appear in TV listings.*

- 5) **From which sector do you receive Funding? (Check ONE)**  
 Public (For a private individual or group)     Education (For Educational entities)     Government (For Government agencies)

- 6) **This program was created: (Check ONE)**  
 Māpunapuna MSC    Kaimukī MSC    Wahiawā MSC    Nānākuli MSC    Waipahu MSC  
 Kāne'ohe MSC    Studio@Capitol    Neighbor Island    O'ahu (No `Ōlelo equipment used)    Out-of- State

- 7) **Local/Non-Local: (Check ONE)**    Local (at least 50% of content recorded on O'ahu)    Non-Local

- 8) **Subject: (Check ONE)**
- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Arts/Entertainment     | <input type="checkbox"/> City Issues   | <input type="checkbox"/> Community        |
| <input type="checkbox"/> Cultural/Ethnic        | <input type="checkbox"/> Education     | <input type="checkbox"/> Election         |
| <input type="checkbox"/> Environmental/Health   | <input type="checkbox"/> Growth        | <input type="checkbox"/> Inspirational    |
| <input type="checkbox"/> National/International | <input type="checkbox"/> Native Hawaii | <input type="checkbox"/> Pacific Islander |
| <input type="checkbox"/> Social/Political       | <input type="checkbox"/> Sports        | <input type="checkbox"/> State Issues     |
|   |  | <input type="checkbox"/> Youth            |

9) **Would you like this locally-created program more than 5 minutes in length made available on:**

**'ŌleloNet Video On Demand (Internet)**  
 Yes                      No

**'Ōlelo Video On Demand (Spectrum Cable)**  
 Yes                      No

*One Spectrum Cable VOD Program per Project.  
 Programs with incomplete submission information will not appear on VOD.*

- 10) **Adult Content:**    No    Yes  
 (Contains graphic violence, sexual content or profanity)

- 11) **Length:** \_\_\_\_\_ : \_\_\_\_\_ : \_\_\_\_\_    **12) Date to End Airing** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Hr    Min    Sec                      (Date episode content expires. If no date is given, episode will stop airing in 6 months)

13) **Advanced or Live Airdate Request**  
 Media will be delivered by (date) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Live Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ and Start/End Times: \_\_\_\_\_ / \_\_\_\_\_

- 14) **Scheduling Preference:**  
 Four weeks out  
 Earliest available airtime  
 (Airdates scheduled sooner than four weeks out will not appear in TV listings.)

- 15) **Time-Sensitive:** (Must be aired within a specific time frame to be relevant. Program will stop airing after that date.)  
 No                      Yes (If yes, give date when program should stop airing with explanation.) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name of Producer/Presenter (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Parent/Legal Guardian (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Copyright Holder (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Home \_\_\_\_\_ Office \_\_\_\_\_ Fax \_\_\_\_\_ Cell: \_\_\_\_\_ Email \_\_\_\_\_

**Please inform a Media Services Associate when your contact information has changed. Visit [olelo.org/programs](http://olelo.org/programs) for info on file submission requirements and [olelo.org/forms](http://olelo.org/forms) to review a copy of the Client Services Agreement. See back page for more submission info.**

Staff Initials: \_\_\_\_\_  
 Date Received: \_\_\_\_\_

**Please put all Media File Names in this format: SP 54321 My Show 2830**

Program Type(space)ProjectNumber(space)Episode Title(space)TotalRunningTime

<b>Program Type</b> SP = Special (non-series) program more than 15 minutes in length PS = Public Service Announcement, usually less than 2 minutes PR = Promo, to promote a program or a non-commercial event, any length less than 15 minutes ST = Short Take, any program not a PSA or a Promo, less than 15 minutes in length SE = Series (Please use the Series Request Form to obtain a regular series time slot)	<b>Project Number</b> Your 'Ōlelo Project Number. If you don't know this number, please check with an 'Ōlelo staff member.
	<b>Episode Title</b> The title corresponding to a unique episode of your Project
	<b>Total Running Time (TRT)</b> The length of your show without colons or commas e.g., 1 hour, 25 minutes, 18 seconds should be written as <b>12518</b>

**MEDIA INFO LABEL**

<i>Complete Media File Name for all submissions. Include an Episode Title and Description for each program longer than 15 minutes and all eligible VOD Requests. Submittals must match overall Facil Project info.</i>		<b>First Air</b>	<b>'Ōlelo Net</b> (Internet)	<b>'Ōlelo VOD</b> (Cable TV)	<b>Scheduling Preference</b>	<b>Cablecast Dates</b>
<b>Media File Name [Ex. SP 54321 Episode Title 2830]</b>		Yes	Yes	Yes	Series Timeslot 4 Weeks Out Earliest Available Advance Airdates Time Sensitive (Give Stop Airing Date)	
		No	No	No		
<b>Producer Name</b> <i>MSC Rec'd Date &amp; Initials:</i>		<b>Adult</b>	<b>Local</b> (>50%)	<i>Local</i>		
		Yes	Yes	<i>Specials</i>		
		No	No	>5 minutes		

**Episode Description** (120 character limit. Please give a description for programs longer than 5 minutes. *Mandatory for all VOD.*)



**SP = Special   SE = Series   PS = PSA   PR = Promo   ST = Short Take**

**MEDIA INFO LABEL**

<i>Complete Media File Name for all submissions. Include an Episode Title and Description for each program longer than 15 minutes and all eligible VOD Requests. Submittals must match overall Facil Project info.</i>		<b>First Air</b>	<b>'Ōlelo Net</b> (Internet)	<b>'Ōlelo VOD</b> (Cable TV)	<b>Scheduling Preference</b>	<b>Cablecast Dates</b>
<b>Media File Name [Ex. SP 54321 Episode Title 2830]</b>		Yes	Yes	Yes	Series Timeslot 4 Weeks Out Earliest Available Advance Airdates Time Sensitive (Give Stop Airing Date)	
		No	No	No		
<b>Producer Name</b> <i>MSC Rec'd Date &amp; Initials:</i>		<b>Adult</b>	<b>Local</b> (>50%)	<i>Local</i>		
		Yes	Yes	<i>Specials</i>		
		No	No	>5 minutes		

**Episode Description** (120 character limit. Please give a description for programs longer than 5 minutes. *Mandatory for all VOD.*)



**SP = Special   SE = Series   PS = PSA   PR = Promo   ST = Short Take**