

## Technical Requirements for Programs Submitted for Playback on CTV

### 1. Media and Formats

**DVD:** DVD is the preferred media.

- **NO DVD disc with adhesive labeling can be accepted.**
- Any DVD that is finalized in Video Mode may be submitted for playback.
- DVD's authored in VR (Video Recordable) Mode cannot be accepted.
- DVD-R, DVD-RW and DVD+RW are OK when finalized in Video Mode.
- ONLY DVD's recorded at SP will be accepted; NO LP (4hr) or EP (6hr)
- We request 5-7 seconds of black prior to the beginning of your video
- We request 5-7 seconds of black after the last frame of your video.
- When authoring, set to Autoplay. Avoid complex or animated Title menus.
- No color bars, slate or countdown are necessary or desirable.
- **CTV cannot guarantee that DVD's submitted that do not meet all of the above criteria will be played on CTV channels.**

**Video Tape:** We are only able to support a minimum of tape based programming.

- ONLY tapes recorded at SP will be accepted; NO LP (4hr) or EP (6hr).
- Accepted Tape Formats: S-VHS, VHS and consumer Mini-DV.
- DVCAM and DVC-Pro., accepted ONLY on mini-cassettes.
- Betacam, 3/4" and HI-8 will NOT be accepted.
- No more than one program per tape.
- Program must begin within first several minutes of tape.
- Shows that start :30 to 1:00 minute from the beginning of the tape are ideal.

**MPEG-2:** Programs in MPEG-2 may be submitted on DVD-data discs or USB flash drives using the following criteria:

- Full Frame (D1) MPEG-2 video multiplexed as a PROGRAM or TRANSPORT stream.
- No VOB files and no elementary streams.
- Audio must be MPEG-1 Layer 2 (MP2).
- Video may be either VBR or CBR but must not exceed 10 Megabits per second.
- Use 15 frame GOP.

Given the above parameters, the following systems that are known to create valid MPEG-2 files:

- Final Cut Studio
- Adobe Premiere
- Any encoder using Main Concept's MPEG-2 software encoding system
- Digital Rapids
- Optibase
- Others may be compatible, but further testing would be required.

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## **2. Aspect Ratio**

CTV transmits cable television programming via Comcast and Charter Communications analog cable channels 25/26/27 and 71/72/73. These channels are presented in standard definition analog 4:3 aspect ratio. It is preferable that submissions for playback be formatted 4:3. If originally produced or recorded in 16:9, it is preferable that the program be letterboxed into a 4:3 aspect ratio for submission.

## **3. Program Length**

- **Series Programs:** All “half hour” programs should not be longer than **28:30 min.**, and all “hour” programs should not be longer than **58:30**. Any “series” programming that exceeds these time frames may not be played in its entirety. Series programming submitted on DVD’s may contain up to two 58:30 programs as separate titles or a maximum of four 28:30 programs as separate titles.
- **Non-Series Programs:** Although the 28:30 and 58:30 time ranges are also the ideal for non-series producers, we will still accept programs of any length and will schedule them according to their length and schedule availability.

## **4. Labeling**

Media must be labeled with provider’s Name and Phone Number, the Title, and the Total Running Time (TRT= Hours: Minutes: Seconds). Tapes require a Cue Time (CT) as well.

**We do not accept media without labeled faces, cases, boxes or sleeves.**

## **5. Forms**

Please write in pen and fill out all forms completely. All submissions must be accompanied by proper forms: Series Producers use the "Series Form"; and Non-Series complete the Playback Request form. It is very important that you include the program length (TRT) and Cue Time (CT). If you do not have a Compliance Statement on file with us, you must also submit one of those.

## **5. Recording Quality**

Programs do not have to be “Broadcast Quality” but if they are of extremely poor video or audio quality, we cannot guarantee that they will be played.

Please direct questions regarding playback requirements to  
Programming Coordinator, Jack Hanson, 425-8848 ext. 27, [jack@communitytv.org](mailto:jack@communitytv.org)

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