



REQUIREMENTS FOR A DIGITAL FILE

1. The technical requirements for this file will require a fade up from black at the beginning of Video and a fade down to black at the end of the Video. There needs to be at least one second of black at the very beginning and again at the end. This will need to be done in the timeline before you export your file as a ".mov." (For those transferring from videotape to digital file, this must be done on your videotape before logging and capturing.) For exact File export standards, please contact the Programming Department.
2. All files submitted must have a local **identification tag for 10 seconds** at the end of the program (after last video and credits) with the Producer's name and a working phone number or address, which can be a P.O. Box. An email address or web site is optional. **channelAustin** phone numbers or email addresses are not permitted in identification tags.
3. When naming your digital file, please use the following format:
 - The first four characters-Acronym of your project title, all CAPS, **no** spaces, **no** numbers, **no** special characters, **no** punctuation marks
 - The next ten characters - Episode Name, all lowercase, **no** spaces, **no** numbers, **no** special characters, **no** punctuation marks
 - The last three characters - Episode Number, just numbers **no** spaces, **no** special characters, **no** punctuation marks
 - If the name of your show is: **channelAustin** Training Department-Tech Bar #1
Your File Name Could Be: CATDtechbar001.mov
4. When Series Producers submit repeat or additional content to re-air, the program must be submitted under a new – different PROJECT title.

Please Note: The first four characters (for the acronym of project) must **ALL** be used. You can use **UP TO** ten characters for the Episode Name. And you can use **UP TO** three characters for the Episode Number. Please do not number every program 001.