

## INSTRUCTIONS FOR PROGRAM DELIVERY

Sign up for time in media lab to transcode your master digital HD file using Adobe Media Encoder (installed with PhillyCAM's custom preset labeled TelVue Adobe Premiere Preset 1080 HD.epr) and deliver it via thumb drive in drop off bin.

Files should be named with title of show and episode number (if applicable) with no spaces, no # signs and no additional words like "episode" or "PhillyCAM" or "The" You can include a guest name or topic after the episode number.

For example: MyShow01Content.m2t

A description of the episode (under 200 characters) should be emailed to the Programming Director.

**If it is your first episode of a series or an individual special program, please leave a signed submission form in the bin. For additional episodes of a series, another submission form is not necessary.**

If it is not possible for you to use the media lab or you do not have access to Adobe Media Encoder, save a high quality master digital HD file under 10 GB & email Programming Director for remote upload site information

**After any file has been delivered, immediately follow up with an email to [Programming@PhillyCAM.org](mailto:Programming@PhillyCAM.org)**