

Program Submission Checklist

- Update project page with program summary and still image
- Contact programming Director about timeslot and delivery method
- Save your high-quality master file of edited show as H264
(See recommended H264 settings for your own master file. Be advised: another type of file with specific custom settings is required for PhillyCAM's playback server)
- Name file as required (see guidelines for show delivery)
- Determine best method of file delivery with Programming Director
(A few options are available depending on your particular situation)
- Sign submission form if delivering first episode of series or individual "special"
- Deliver file at the beginning of the month for scheduling the following month
- Follow up with email immediately following delivery of file
- Include 200 character description in email

- Communicate with Programming Director via email on at least a monthly basis regarding cablecast of your series (in order to maintain a regular timeslot)

The minimum requirement for a weekly series is "monthly" - one show per month (at least two weeks in advance of the upcoming month) with that episode cablecasting every week for the following month. There is also the option of delivering two shows (two weeks in advance of the upcoming month) so that one show would repeat two weeks in a row, which would be "bi-weekly." Keep in mind that for a "weekly program frequency," at least 4 episodes would need to be delivered at least two weeks in advance for the upcoming month, every month.