

These standards are required for every submitted program — individual and series.

## 1. AUDIO FORMAT REQUIREMENTS

- Program audio shall be recorded on both channels (stereo preferred or dual mono).
- Programming consisting exclusively of dialog on one channel and ambience on the other audio channel must be mixed to mono and recorded on both audio channels.
- Audio shall be recorded in phase.
- Maintain optimum audio level at -10 db. Do not go over -4 db to avoid sound distortions.
- Any language. (Languages other than English require an English transcription)

## 2. DVD FORMAT REQUIREMENTS

- No menus
- One show per DVD
- DVDs should start with 10 seconds of black
- Slate with REPAC opinion disclaimer\*\* (15 to 30 seconds)
- 5 seconds of black
- Slate(s) with program title, producer or organization name, segment or episode title, date and tape number
- 10 seconds of black
- Program begins, fade in from black
- Program ends with credits, fade out to black.
- Shows may include underwriting at the start or end of the program. Logos only for 10 seconds. No voice over, business mailing address, phone or fax number or web address may be included with underwriting acknowledgements.
- Stable control track throughout.
- Video and audio tracks well synchronized to avoid lip-synch problems.

\*\* "The views and opinions of this program do not necessarily state or reflect those of the Rehoboth Public Access Corporation (RePAC), or any of its directors, officers, employees, agents or members. Neither RePAC, nor any of its directors, officers, employees, agents, or members makes any warranty, expressed or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights."

## 3. MEDIA QUALITY

- The program DVD must have good audio and video quality.
- DVD's submitted should ideally be recorded at the lowest compression rate
- Must have zero or very low noise content.
- Must have no color smearing.
- Horizontal stability (sync) in all modes.
- Free from break-up, glitch, noise, snow or dropouts, creases or damage
- Clear, audible and understandable sound track with equal volume level on two channels.
- Program must be delivered in a jewel case, jacket, sleeve or box to protect from dust and dirt that can damage REPAC equipment
- Program must be properly labeled.
- Do not submit Program Masters.

## 4. LABELING

- DVD labels must be printed, etched or legibly hand-written with permanent marker.
- DVD labels must contain:
  - a) Program Title
  - b) Community Producer or Organization Name and phone number
  - c) TRT (total running time – hour : minutes : seconds)
  - d) Episode or program number or subtitle
  - e) Date program was made
  - f) Any other optional information
- Scotch-taped and/or sticker labels will not be accepted.
- DVDs must be delivered in jewel cases, boxes or sleeves to protect from dust and scratches.
- Jewel cases or sleeves must be clearly labeled with the same identifying information as the DVDs.
- Clear cases or sleeve where a clearly labeled DVD is visible is also acceptable.

## 5. EDITING

- All programs must be professionally edited on a nonlinear editing system.
- Camera or VCR edits made by turning the camera (or VCR) off and on while shooting are not acceptable.
- REPAC does not air programming that is unprofessionally mastered because it introduces glitches, breakups and/or snow, and lowers picture quality— resulting in transmission problems.

## 6. TOTAL RUNNING TIME

- RePAC accepts programs in two durations.
- Programs for half-hour time slots must be from 25 to a maximum of 28 ½ minutes long.
- Programs for hour long time slots must be 55 to a maximum of 58 ½ minutes long.
- Ideally shows will be the standard lengths of 28:00 or 58:00 minutes

## 7. ACCEPTANCE AND SCHEDULING

- The Program Director has sole authority to decide whether or not submitted material meets RePAC's quality standards.
- Acceptance of material for cablecast, and scheduling/timeslots for cable-casted programs is at the sole discretion of the Program Director.