

## HOW TO CONTACT MANAGEMENT & PROGRAMMING:

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## HOW CONTENT IS DISTRIBUTED:

[www.austinfilm.org/austin-public-distribution](http://www.austinfilm.org/austin-public-distribution)

### Cable Companies:

- Spectrum, channels 10, 11 & 16 – SD Signal
- Grande Communications, channels 10, 11 & 16 – SD Signal
- AT&T Uverse channel 99 – SD Signal

### Streaming Online:

- [www.austinfilm.org/austin-public/watch](http://www.austinfilm.org/austin-public/watch) - HD Signal
- Roku App – Search “Austin Public” - HD Signal
- Apple TV App – Search “Austin Public” - HD Signal
- Amazon Fire App - Search “Austin Public” - HD Signal
- iPhone and Android Apps – HD Signals

### Remote Streaming Services:

- RTMP Feed to our channels remotely:
  - OBS – Free and downloaded online
  - Restream - request login from [doug@austinfilm.org](mailto:doug@austinfilm.org)
  - Streamyard - request login from [doug@austinfilm.org](mailto:doug@austinfilm.org)

## HOW TO SUBMIT CONTENT TO AUSTIN PUBLIC:

We have training videos online here to learn how to use your Portal:  
[www.austinfilm.org/austin-public/training-videos](http://www.austinfilm.org/austin-public/training-videos)

### STEP 1: [LOG INTO YOUR PRODUCER PORTAL](#)

- A.** On the landing page of the Portal click “Create a new project” if you haven’t already.
- B.** Once that project is approved (by an AFS staff member) click the “Add a new show” link to the right of that Project title on your list of projects. Fill out that Show Form.
- C.** At the bottom of that Show Form (before you submit it) you’ll see the instructions for how to upload a file (also listed here below):
1. Got to: <https://connect.telvue.com/media/all>
    - Login:
      - User: apcontent
      - Password: APcontent
  2. Click the “Media” tab at the top
  3. Drop your file into where it says:

**Drop files on page to upload.**

**\*\*There is a 10GB max on the file size\*\***

**Please Note:** There is a 5-day processing period between the time you submit your file and when it will cablecast. If there is a technical problem with your file then staff will notify you within these 5 days. You can find out if your show form has been approved under the “Shows” tab on your Producer Portal.

## TECHNICAL REQUIREMENTS:

There are two important technical requirements to adhere to:

**FADE IN AND OUT** - We require a fade up from black at the beginning of the video and a fade down to black at the end of the video. There needs to be only 1 second of black at the very beginning and at the end of the show.

**10 SECOND TAG AT THE END OF YOUR FILE** - All files submitted (except promos) must have a local identification tag for 10 seconds at the end of the program (after last video and credits).

This tag must include legible text with Producer's name and at least 1 of these 3 items:

- A working phone number
- Physical address (It can be a PO Box)
- Email address

A website and/or social media links are optional. The Tag must be **STATIC** for 10 seconds and not scrolling or moving in anyway. This tag is included in the total run time of 28:30 and 58:30 for Series files.

## FORMAT FOR NAMING YOUR DIGITAL FILE:

1. **The first 3-4 characters** - Acronym of your project title - all CAPS, no spaces, no numbers, no special characters and no punctuation marks.
2. **The next characters (5 - 8 characters long)** - Episode Name - all lowercase, no spaces, no numbers, no special characters, no punctuation mark.
3. **The last 2-3 characters** - Episode Number - just numbers, no spaces, no special characters, no punctuation marks.

**Example Name:** If the name of your show is: "Austin Public Training - Camera Class #1". Your File Name Could Be: APTcamclass001.mov

# AUSTIN PUBLIC



## FORMATTING YOUR FILE:

We accept a wide range of file types and High Definition (1920x1080) is our preferred resolution. The main thing to know is that your content will be converted and cablecasted in the frame rate of 29.97 frames per second.

## TYPES OF PROGRAMMING:

There are 3 types of programs you can submit. All 3 require the file to be dropped off in Austin Public's upload station or uploaded online with a Submit Show form filled out through the Producer Portal.

- **Promo** (No extra Cost) - 15-90 second video to promote your show on the channels
- **Independent Shows** (No extra Cost) - Shows of any length that will cablecast at programming department's discretion or a Producer can request an airdate
- **Series** (minimal fee for a Series ranging from \$15-\$40 for the full 4-month season)

A Season of weekly programming that cablecasts at the same time and same day of the week for a 4-month span. Series programs must be: 28:30, 58:30, 1:28:30, 1:58:30 in length.

**Please Note:** If a Series Show is not timed correctly the digital file will be rejected.

The three Series Seasons:

- Summer Season June 1 to September 30
- Fall/Winter Season October 1 to January 31
- Spring Season February 1 to May 31

Check the "SERIES" link for current costs, updates and policies for the Series seasons:

[www.austinfilm.org/austin-public/series](http://www.austinfilm.org/austin-public/series)