

## Tape Set-up and Labeling Policy effective immediately:

COX Public Access is changing the Tape Set-up & Labeling policy to be uniform throughout CT. This will help ensure the efficiency of our playback system and assist our staff on locating your tapes and airing them correctly. Please help us by making the following changes to your tape set-up.

- ◆ Tapes may only be submitted on SVHS, VHS and mini DV, in the SP mode (2 hr. record speed) with normal audio mode.
- ◆ A 30-Second black pre-roll must be at the start of your tape leading to your program.  
If you do not edit your tape, put the lens cap on your camcorder and record 30 seconds at the beginning of your tape, using a watch second hand, then start recording your event at the end of the 30 seconds.
- ◆ One Episode recorded per tape. Multiple episodes for series will no longer be accepted.
- ◆ Tapes must be labeled correctly with all the information included:

Air Date: _____	RT: ____: ____: ____
_____ Title of show _____	Pre-Roll ____ sec.

### On the SPINE of the tape & spine of the cover:

- ◆ The Air Date-the date (or dates) this program is to air on our schedule. If you do not know the date, ask staff when you come to drop off your tape. If this is a series, you should know the day your show airs and put in the weekly dates. Please do not put in episode numbers without a date, as we can not keep track of their order for all our series.
- ◆ (RT) The Run Time needs to be clearly and accurately put on the spine. Example 1hr. 25 min. 40 sec. This is the total time from the start of your tape, after the pre-roll, until the end of your credits.
- ◆ The Title of your show or series needs to be clearly written or printed on the spine. It helps to keep your titles short, but identifiable. Longer titles may not have room to be written in their entirety in the program listings on the access channel, or in the newspapers that may provide these listings.
- ◆ Pre-Roll time- the 30 seconds leading to the start of your tape. This will help us to program the tape more accurately in our playback systems.

### On the Front of your tape or cover:

- ◆ Air Date, & (RT) Run Time
- ◆ Title of Show or Series. Is this a series or special (show produced 1 time).
- ◆ The Name of the Producer or Local Sponsor- the person responsible for drop off and pick up, or to contact for tape problems.

Air Date: _____	RT: ____: ____: ____
_____ Title of Program _____	
Producer or Sponsor: _____	
Phone ( ) _____	
Series__ Special__	Pre-Roll ____ sec.

- ◆ The Phone Number for the producer or sponsor (contact person). Include area code.
- ◆ Series \_\_ (weekly shows) or Special\_\_ (one time production no follow-up) Check one.
- Pre-Roll\_\_\_\_\_sec.

A disclaimer will no longer be required, as there will be a page on the community calendar explaining the disclaimer at the start of our programming and at the end of our program listings. Please give Cox Communications Public Access credit at the end of the program, if our equipment was used. All shows must comply with the new set-up and labeling policy. Please call one day prior to tape pick up or drop off to make arrangements.