



TBNK/CPC Cablecast Technical Standards

(November 2021)

To ensure that programming submitted for cablecast meets reasonable standards of quality, producers must follow the TBNK/CPC Cablecast Technical Standards. These standards are determined and updated by TBNK/CPC staff from time to time as needed. Current standard lists are available on the shelf outside Master Control.

- **TBNK currently accepts both MP4 files and standard DVD-R recordings for playback.** DVD's can be dropped off at Master Control or can be mailed to: TBNK, 3414 Decoursey Avenue, Covington, KY, 41015. MP4's can either be delivered to TBNK for file transfer or mailed the same as DVD's above. MP4's may also be turned in for playback by way of an e-mail with a download link (*contact TBNK at 859-261-1300 for the proper e-mail addresses to send your e-mail with link to*).
- **The program needs to begin within the first two seconds of playing** – no slate or color bars.
- **Be reasonably free of glitches** (*no more than three (3) video glitches or breakups due to poor editing will be accepted; any distorted audio that lasts for more than 30 seconds should be corrected*).
- **Have reasonable audio** (*peak audio level between -14db to -10db maximum, depending on the dynamic range of the program*).
- **Have only one program per disc or drive** (*no multi-track DVDs or drives*). DVD's must have a single play menu with a single track.
- **All DVD's or MP4's run time should end within 3 seconds of the end of the program**, and the program should end with black until the end of the DVD or video file – no snow or glitches.
- **DVD's must be labeled** on the top of the disc with a title, length of the program, the date of the production and the name and telephone number of the producer.
- Programs with false starts and retakes will be returned to the producer.
- Once a program has completed airing, the producer is encouraged to reclaim the DVD (*or drive*) if used. The staff will retain unclaimed DVD's and drives for up to six months and may recycle or destroy them after such time, at the discretion of the staff.

TBNK/CPC Approved Air Play and Recording Formats

A. AIR PLAY FORMATS for PLAYBACK (MP4 files or DVD)

- In order to ensure the highest quality playback on our channels as possible, we ask that all programs turned in as **MP4's be formatted in 16x9 aspect ratio and have a resolution of at least 720p (and no greater than 1080p)**. By their nature, **DVD programs** will be 4x3 aspect ratio (480i) and **will therefore be upconverted to wide screen, or 16x9, during playback by staff**. Either format is suitable, but producers are encouraged, if they are able, to submit an MP4 (HD) when possible for enhanced image quality during playback.
- The only DVD's accepted for playback will be **DVD-R's (no DVD+R or +RWs)**.
- **The best HD format for playback is MP4.** Other formats cannot be guaranteed to work with the TBNK/CPC playback staff.
- **Blank DVD-R's are available for purchase in Master Control.** These are the only recording media available from staff. SD cards, flash drives, portable hard drives will need to be purchased outside of TBNK/CPC.
- Producers are strongly encouraged to use high quality, brand-name DVD's and flash drives. House brands (*Staples, Office Depot, etc.*) often cause problems.

B. RECORDING MEDIA FORMATS for EDITING (SD Cards)

- In order to ensure compatibility with TBNK/CPC cameras and edit bays, all TBNK/CPC producers should use only the following types of SD cards for productions: **16 or 32 GB, Class 10, full-size SD cards** with a speed of no faster than 95 mb/s. Minimum speeds should be no lower than 45 mb/s. Speeds faster or slower than these standards OR sizes larger than 32 GB often will NOT work in either the cameras or the edit bays. Micro SD cards which require adapters for their use with cameras and computers should also be avoided.
- As with the playback formats, all producers are strongly encouraged to use high quality, brand-name SD cards. House brands (*Staples, Office Depot, etc.*) often cause problems with digital media.
- High-speed, high-capacity external hard drives will be assigned to community producers when using TBNK/CPC edit bays. These drives cannot leave the center and are stored in Master Control when not in use. Producers wishing to purchase their own external editing drives should consult the staff **BEFORE** purchasing an external drive. Staff will gladly advise producers on brand-names, size, speed and other factors when considering the purchase so that maximum compatibility with TBNK/CPC edit bays can be maintained.