



**Your Public Access Channel** "Don't Just Watch TV, Make It!"

410 Roberts Street • Houston, Texas 77003  
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## HOUSTON MEDIASOURCE TECHNICAL REQUIREMENTS FOR **PLAYBACK**

**\*\*HMS playback formats: Mini-DV, DV-Cam, or DVD\*\***  
**\*\*DO NOT SUBMIT THE MASTER COPY OF YOUR PROGRAM\*\***

*Here is a checklist of what your TAPES **must contain** for proper playback:*

A new tape is best for playback. SONY™ brand tapes will provide the BEST quality. We recommend using SONY™ brand tapes in our video cameras and for playback on our channel. HMS sells these tapes at the equipment desk for a minimal cost.

Continuous control track before **and** after your program.  
Record at least **90 seconds** of black before and after your show.

A minimum of five (5) minutes of continuous control track on the tape for playback. If your project is shorter than five minutes, continue recording black until a minimum of five (5) minutes have been recorded onto the tape.

### **Turning in a DVD? Make sure:**

The DVD has NO MENUS. Our automated system cannot navigate menus. The program must start playing when the DVD loads.

You need to have only about 2 seconds of black before your show starts.

### **You must include the following information with your tape:**

1. A completed Programming Contract form (make certain that you fill in all of the required blanks and SIGN THE BACK where it asks for your signature.)
2. Your tape must be properly labeled with your name, title of program, start and ending time codes and total run time of program(s) on tape.
3. The exact length of your program on the contract and the tape label.
4. The starting and ending time codes on the contract and tape label.