



HTA Specifications of Materials

Written Submissions (organization background/artist bio, press releases, calendar of events, etc.):

1. Describe pertinent information in 100 words or less, such as the name of the event and basic information (brief description, date, time, location). All **MUST** include contact information – a phone number and web site address/**active** URL.

Pre-existing Materials:

1. Please provide the best quality format available, preferably HDV, Beta SP or QuickTime. If you are providing a completed video/program, please submit a DVD of an uncompressed QuickTime file in standard Definition.
2. Be sure that all audio elements have been cleared for use in terms of licensing. Audio tracks can be submitted as AIFF files or audio CDs.
3. Provide still photos and artwork on a DVD or electronically in illustrator, JPEG or TIFF format in the highest resolution available. *(To allay concerns from artists submitting their work, reproduction off the site would be very low resolution).*
4. Graphic elements - logos, titles, photos, etc. may be provided by electronic format such as Photoshop, Tiff or Illustrator. Larger is better, but the smallest should be 720x486 at 72 dpi.
5. Include all masters. If it contains music, separate your tracks.

Web sites - content & textual submissions:

1. Linking information should be submitted electronically with the entire URL address in an email, Word.doc, or Rich Text File.
2. Separate any accompanying graphs, photos and other visualizations embedded in written stories before submission.

Raw Footage:

1. Label and date your tapes or disks. Please include a list of who appears on the tape and the chronological order. PacificNetwork will provide an FTP site for future use for short clips but it will not be available until the launch.

If your video needs editing:

1. Describe content. If you are submitting a show in a series, a one off (single) news story or special, please provide a BRIEF script, narrative, synopsis, and/or notes pertinent to what your editor will need to know to complete the edit. Up to 100 words.
2. Again, please include information for graphic elements such as names and titles of interviewees in chronological order (as they appear in the final script and the time code they appear, if available).
3. Provide company or sponsor logos.
4. Include contact information, **especially a phone number**, if any questions come up.

***A signed release form is required when submitting materials.**

Please note that this information will appear on PacificNetwork, a nine channel Internet network streaming video worldwide. Submissions should be concise. PacificNetwork reserves the right to edit materials and select images for inclusion. Due to the high volume of submissions, material becomes the physical property of PacificNetwork, with IP rights retained by source.

For information on how to promote products through the PacificNetwork Store, please send your e-mail to store@pacificnetwork.tv