



Video Submission Guide

How to Submit a Video to CAN TV

1. Fill out a Program Scheduling Request for **each** video and a Channel Time User Agreement.
(Available at cantv.org/forms)
2. If not already registered at CAN TV, include proof of Chicago residency. Must be at least 18 years old. If representing a Chicago nonprofit, must also provide a letter from the nonprofit's senior management authorizing you to submit on their behalf.
3. Your video cannot:
 - Advertise, mention, or endorse commercial products or services
 - Violate copyright, privacy, libel or other laws
4. Export each video file to a DVD following the **Video File Specifications** on this sheet.
5. With permanent marker, write on the DVD:
a) your name, b) program title, c) subtitle/episode number, and d) total running time.
6. Drop off your DVD(s) to CAN TV with the completed forms.

Video File Specifications

Exporting video from an editing program:

- Start Location: Program Time Code must start with **00:00:00**
- No more than 4 seconds of black video before and after the program
- Video file format can be **MPEG 2 (.mpg)**, **MPEG 4 (.mp4)**, or **H.264**.
***Mac Users:** Change the file suffix from .mpeg to .mpg before saving to DVD
- Bitrate Type: Constant
- Video resolution:
 - TV standard: NTSC
 - Frame width: 1280 pixels
 - Frame height: 720 pixels
 - Pixel aspect ratio: 16:9
 - Frame rate: 59.94 or 60
 - Bitrate: Between 8 Mbps
 - Bitrate Encoding: CBR (constant)
- Audio:
 - Format: MPEG
 - Audio Layer: MPEG-1, Layer II audio
 - Audio Mode: Stereo
 - Frequency: 48kHz

Questions?

Call 312-738-2845 or email traffic@cantv.org