



TECHNICAL GUIDELINES FOR SUBMITTED PROGRAMS

LENGTH can be shorter, but no longer than the following:

30 min Block = 28min 50sec

1 hour Block = 58min 50sec

SUBMISSION STRUCTURE file name must not contain commas, dots, spaces, or periods

Main Folder: Program Title (series use same Program Title for each episode)

Sub Folders: Episode > ProgramTitle_Ep# Playlist > ProgramTitle_Ep#

example:



FILE SPECIFICATIONS

Type: Preferred - WAV files - Use throughout workflow (import, export, extract content from CDs)

Acceptable - mp3s - Constant Bit Rate: Ideal 320 kbps (min. 256 kbps) (not recommended for music)

Sample Rate: 44.1 Khz (not TV's 48 Khz)

Volume Level: Peaks normalized to 3dB

MUSIC LICENSE REPORTING REQUIREMENTS

Programs with music require a Playlist of Songs (in order of appearance) to be completed and submitted along with each program. To do so:

A. Download and complete "Playlist Template" at: RadioAccess.org/learn-more/

example: (start on Line 2)

	A	B	C	D
1	[Artist]	[Song]	[Album]	[ISRC]
2	Sylvan Esso	Runaway	Free Love	USC4R2003474
3	Sugar Pit	Customer Service	Customer Service (Single)	AUMEV2334556
4	Peter Dinklage	You Shook Me (original by: Led Zeppelin)	Runaways	GBAFL9700100

Notes: For (Song) column, if it's a cover song, add [original by: _____] after song title.

B. Name Playlist doc: ProgramTitle_episode# - save as a .csv file 2

example: SteamersBlues_ep01.csv

SUBMISSION Each program will be assigned an online OneDrive folder for submission.

FCC REGULATIONS

Radio Access content producers must follow FCC Regulations or face immediate program suspension and potential fines. Refer to: RadioAccess.org/learn-more/.