



PSA Requirements, Guidelines and Content Delivery Instructions

We look forward to partnering with your organization and offering in-kind airtime to support and promote your efforts in the local community.

Your 30-second PSA must be approved by the government affairs team at Charter in order for your organization or production agency to upload the PSA to our OneSpot.tv server. Some PSAs may require further Charter legal review prior to final approval.

Please complete this document and submit a copy of the PSA in a QuickTime, Windows Media or video file, Vimeo, YouTube or Dropbox link before the PSA is loaded to the OneSpot.tv server.

If you do not have an existing PSA, please submit a 30-second script for review and approval.

Please email video/script to Nicole.Woodring@charter.com for submission.

Additional Details:

- PSA cannot exceed 30 seconds.
- Do not include Charter/Spectrum logo in the commercial.
- Upon approval, organization will be instructed to load PSA to OneSpot.tv.
- Please allow one full week for scheduling.
- Scheduling will be based on our best efforts using available inventory.

Name of Organization: _____

Contact Name: _____

Phone: _____ Email: _____

Requested Start date: _____ End Date: _____

OneSpot.tv Content Delivery Guidelines

Uploading Spots via OneSpot.TV Uploader

<https://www.onespot.tv/>

GUIDELINES

Confirmation Email – You will receive an automated confirmation email. If you don't receive an email, your file did not upload successfully.

- No slate, no bars
- Exact durations only - For example, for a 30 second spot, your final file duration should be exactly 30 seconds and no frames.

File Naming Convention:		
HD= (ClientName_SpotTitleHD)		SD 4x3= (ClientName_SpotTitle)

- 1) No special characters (&, \$, #, !, *, A, @)
- 2) No spaces between words (hyphens and underscores only)
- 3) Re-upload/Revisions - When re-uploading revisions, the filename must be altered slightly, such as adding "REV" or "2" to the end of the filename

Technical Guidelines for SD and HD Spots: Specs listed in **bold** are preferred.

	SD	HD 1080i	HD 720p	HD 1080p
Frame Rate	29.97	29.97 or 59.94	29.97 or 59.94	29.97 or 59.94
Resolution	720x480	1920x1080	1280x720	1920x1080
Aspect	SD – 4x3	HD – 16x9	HD – 16x9	HD – 16x9
Audio	2 channels full mixed(Channels 1&2) Bit Rate: 16-bit	2 channels full mixed(Channels 1&2) Bit Rate: 16-bit	2 channels full mixed(Channels 1&2) Bit Rate: 16-bit	2 channels full mixed(Channels 1&2) Bit Rate: 16-bit
File Types	.MOV or .MPG	.MOV or .MPG	.MOV or .MPG	.MOV or .MPG
Acceptable Codecs	H264/ DVCPProS0	H.264/Pro Res/ X.264	H.264/Pro Res/ X.264	H.264/Pro Res/ X.264
Scan type	Progressive/ interlaced	interlaced	progressive	progressive
Field Dominance	No field dominance, lower, upper	Upper field first	No field dominance	No field dominance
Closed Captioning	EIA-608 (VBI) or SCTE-20)	EIA-708 (SCTI-21) EIA-608 (SCTI-21)	EIA-708 (SCTI-21) EIA-608 (SCTI-21)	EIA-708 (SCTI-21) EIA-608 (SCTI-21)

Best Practice: Manually set frame rate when exporting instead of relying on "default frame rate" or "current settings".

OneSpot.tv Content Delivery Instructions

Please forward your OneSpot.TV confirmation to Erin.Jones@charter.com with the exact file name to complete the scheduling process.

Introducing OneSpot.tv

Exciting enhancements to our video uploading process



OneSpot.tv uploader allows you to upload your assets to just one location!



Increase Efficiency - upload all your assets at one time, to one central location

Upload Confirmations - confirmation emails verify spot delivery and allow easy sharing of upload information with sales and traffic teams.

Cost efficient – Free of cost for you!

Access the Spectrum Reach OneSpot.tv uploader: www.onespot.tv/upload.aspx

NEW LOCATION



Login to OneSpot.tv

First time user? Easily create a login here.

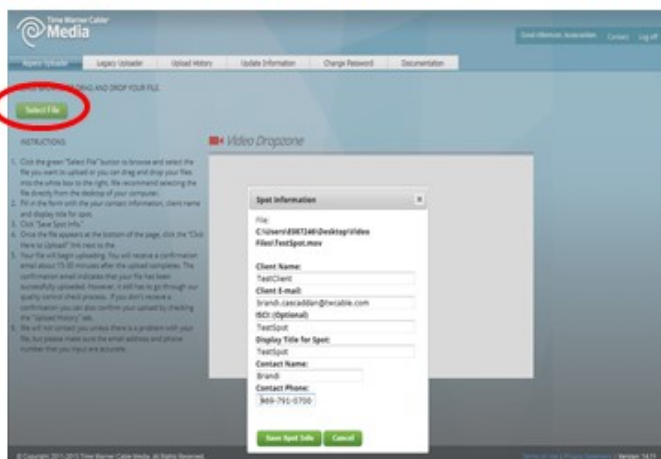


Contact Information

Appears before and after logged in

Uploading your assets to Aspera within the **Aspera Uploader** tab

UPLOADING SPOTS



Select a File To Upload

Complete the "Spot Information Box" and save spot info.

Allowed characters in filenames (no blanks or hyphens):

- Alpha (upper or lower, a-z or A-Z)
- Numeric (0 – 9)
- Underbar (_)
- Period (.)

Select More Files or Upload

Your spot will be listed at the bottom of the page. Click "Select file" to add more or select "Click here to upload!"

Upload

Once you select "Click here to upload!", the above message appears. Select "Allow".

Keep in mind your upload history may take up to 20mins to appear.

Need Help? Users who experience problems uploading may contact DL-ADS-ENT-SpotConnectSupport@charter.com.

Users having specific issues with Aspera Plug-In can contact support@asperasoft.com or <https://support.asperasoft.com>

EXAMPLE CONFIRMATION EMAIL:

From: OneSpot.TV-Confirmation-NO-REPLY@charter.com [mailto:OneSpot.TV-Confirmation-NO-REPLY@charter.com]

Subject: Confirmation of uploaded spot to Spectrum Reach

****** This is an Automated Message - Please Do Not Reply ******

The following spot has been successfully uploaded for All region(s):

Client Name: Florida Constitutional Revision Commission

Contact Name: Erin Jones

Contact Phone: 919-573-7190

Cut: CO1705003Hearing30FLCRC.MP4

ISCI:

File Name: CO1705003Hearing30FLCRC.MP4

File Size: 6,212,950

