

Production Procedures for Programs

Programs must meet FCC technical guidelines. All programs airing on INSP must be closed captioned to meet FCC regulations. For more information on the FCC's rules and requirements, go to www.fcc.gov/cgb/dro/caption.html. INSP offers closed captioning services at affordable rates. Please contact your sales representative for more information.

Formats and Tape Sequence

Program tapes must be in one of the following formats:

Beta SP / Digital Beta / Beta SX

International PAL tapes must be either:

Beta SP DVCam or Mini DVs.

Each tape must include the following sequence:

1. 60 seconds of bars and tone (must match program levels)
2. Audio should be full mono mixed on Channel 1 and Channel 2
3. Five seconds of black
4. Slate (include program name, program #, and total program length)

5. Ten seconds of black
6. Program lengths (open through close) need to be 28:30 or 58:30
7. **Promo** length :30 spot with a :07 sec. open/end (:23/:07) and full :30 sec. music bed. (audio :23 and background music :07)

The tape and box cassette must be labeled:

1. Network Name on which program is to air (INSP or INI)
2. Program & Host Name
3. Programmer's Program Number
4. Air date (MM/DD/YYYY)
5. The label should be on the spine of the tape box for easy identification

Traffic and Shipping

1. Written traffic instructions:

List Air Dates (MM/DD/YYYY) and Programmer Program Numbers. Please fill out the [INSP Traffic Form](#).

2. Name, phone number and e-mail address of Programmer's contact person must be included for follow-up needs.

3. Air tapes should be at the Network seven days prior to air date.

If this is not possible, you need to notify the Scheduling Department by sending an email to Shirley Hunt at: shunt@insp.com

Our shipping address is:

Inspiration Networks
 Attn: Traffic Department
 9700 Southern Pines Blvd.
 Charlotte, NC 28273
 US Phone Number 803.578.1000
 International Phone Number +1.803.578.1000





Inspiration Networks
3000 WorldReach Drive
Indian Land, SC 29707
P: 803.578.1000
F: 803.578.1725

PROGRAM GUIDELINES

Miscellaneous

Send a generic program to air in the event your tape does not arrive or has technical problems. Please indicate on tape.
(i.e. "Programmer Name" Back-up)

Keep upper right corner clear of all graphics for display of Network Logo.

Programmers may utilize up to three minutes in each 28:30 program for fundraising activities, as reflected in The Inspiration Network's fundraising policy.

