



Video Submission Protocol for Video Submissions

KOHS News will broadcast the announcements every Thursday morning during the first 10 minutes of second period. Please turn your TVs on and tuned to Channel 4 during the passing period.

SUBMITTING A VIDEO

If you have produced your own video, and would like us to run it as part of the morning announcements, we ask the following:

1. PROCEDURE:

A. Run Time.

Check that the video runs less than 90 seconds total run time. If it exceeds this, you will need to edit t down.

B. File Type

Please be sure to export your video as an .mov file. We can not take .flv, .swf,. vob,.mts files. We can not accept Auto---run DVDs either.

C. Authorization

Please download and sign the Video Authorization form. You can access this form by following this address:

<http://kohsnews.weebly.com/downloads.html>

(Bookmark this address to your Bookmark Bar in your browser for easy access.)

D. USB flash Drive

Copy the video to a USB Flash---type drive, and bring it to Room 304 Period Most of the time, I can copy it to our system while you wait, otherwise you may have to leave the USB drive until the following day.

2. TIMELINE:

A. Self---Produced Video

If you have produced the video, then we would need it submitted as above no later than Tuesday of the week it will run. (3 days before broadcast)

B. KOHS produced

If you need us to produce it, we will need a minimum of two weeks before broadcast. This could be three weeks depending on the logistics of your video concept. An initial meeting will also be necessary to get all the proper information from you.

3. COMMON SENSE

All projects represent you, the class, the school, the district, and the community. Therefore, all content must be appropriate for broadcasting to the school. Please review your videos for the following:

Must give credit for any copyrighted material (ie, songs, music)

No profanity

No bleeping out profanity

No sexual innuendos

No inappropriate gestures

No lewd behavior

No inappropriate clothing (follow all school guidelines)

No gratuitous violence

No reference to violence, verbal or visual or lyrics

No staged scenes depicting injury to another living creature

No gang references, suggested or literal

No filming in the bathroom

Thank you, Your KOHS News Team

Student Signature _____ Date _____

Teacher/Advisor Signature _____ Date _____