



Post-Production Workflow for Producers

You, as a producer, will not be responsible for uploading your episodes to monte. **Department Directors will be doing all scheduling with TSTV's broadcast system.** After editing an episode, producers should complete the following steps:

1) Split your episodes into segments.

- If your episode airs in a half-hour block, it must be split into at least three segments as to allow for two commercial breaks. If your episode airs in an hour block, it must be split into at least six segments. Segments cannot be any longer than 10 minutes each.
- Monte will put commercials and promos between these blocks; the longer your episode, the less commercials will be played during the show.
- It is a good idea to start and end your blocks with beginnings and endings of scenes or bits; the blocks need not have uniform durations.
- Label segments with a 1, 2, and 3 in Output Name so they will not be confused by the uploader. **Producers should upload their files to UTBox following the template ShowName_SeasonxEpisode_Monte1 (e.g., SneakPeek_10x01_Monte1 or DTF_19x04_Monte2).**

Exporting instructions from the TSTV Class Curriculum for Adobe Premiere (Note: if you are an experienced editor for TSTV, you can choose to override some of these; they're here to ensure quality across the board).

- Make sure the selected media is roughly $\frac{1}{3}$ of your 22-29 minute episode. This is done using Mark In/Mark Out on your timeline.
 - Select your timeline window.
 - Go to File, Export, Media
 - Format is H.264
 - Preset can be Vimeo 1080p or Match Source - High Bitrate
 - Output name is the "save as" option - this is what the file will be called
 - Export Video and Audio are both checked
 - Frame Rate is 59.94 (can be less, but not more)
 - Field order is Progressive
 - Aspect is Square Pixels
 - TV Standard is NTSC
 - When done, click Export!
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2) Upload your segments to UTBox

- Upload your episode blocks to the TSTV Production Share at the following link - <https://utexas.box.com/s/xa7w7fqgnbhav9zp4ynczws3g6vbsagg>

All Files > TSTV Production Share > ☆ Fall 2020

3) Sign Content Authority Agreement

- This contract can be found [here](#) or in the [info hub](#), which is pinned to the top of TSTV members facebook page.
- After signing the contract, send it to your department director(s) via email.
- **The agreement must be signed for every episode you wish to release under TSTV's name, web series and full-length series alike.**

4) Only after receiving approval from your department director(s) may you upload your episode to YouTube.

**Web series producers should still upload their episodes to UTBox, however, they do not need to be split into segments. Web series episodes will be uploaded to the TSTV YouTube page in full by the Online Producer. A content authority agreement must still be signed by the Narrative Director.

**Your directors will communicate with you the appropriate timeline for uploading segments to UTBox and submitting the content authority agreement. Remember that they also have lives outside of TSTV. You should anticipate at least a 24 hour delay between uploading your episode to UTBox and it being uploaded to monte, which means you should submit your segments and content authority agreement a full day before yours show's scheduled air time.