



PO Box 733 • 108 Genesee St. • Auburn, NY 13021  
Phone: 315-282-7049 • Email: [staff@armatv.org](mailto:staff@armatv.org)  
Web: [www.armatv.org](http://www.armatv.org)

## Submission Procedure

IF YOU ARE A **FIRST TIME SUBMITTER** YOU **MUST** FILL OUT A  
**STATEMENT OF COMPLIANCE FORM** WITH **PROPER ID** THAT  
PROVES CITY OF AUBURN RESIDENCY

<b>Media Types Accepted:</b>	DVD; Digital Video Data Formats (.mov, .avi, .mpg, .m4v, .wmv)
<b>Formatting Requirements:</b>	5 sec black before / after programs. Slates required when multiple programs are on a tape/DVD
<b>Where to Mail Program:</b>	Auburn Regional Media Access PO Box 733 Auburn, NY 13021
<b>Where to Hand Deliver Program (see business hours):</b>	Auburn Regional Media Access Dropbox 108 Genesee St. Auburn, NY 13021
<b>Individual Program Delivery:</b>	Programs must accompany signed individual cablecast requests, such as <i>Cablecast Agreement</i> .
<b>Notification of Programmer</b>	Programmers will be notified by email or US mail of scheduled program times. Schedule requests will be responded to within 7 business days.
<b>Number of Plays per Program:</b>	Three (Please indicate on Cablecast agreement)
<b>Additional Reruns:</b>	as channel space permits at Staff discretion
<b>Requests per Programmer:</b>	no limit