

SUBMISSIONS GUIDE

Use this handy guide to ensure your video is consistent with the other Hillingdon TV content, increasing your chances of being featured on the channel.

CONTENT

- your video should be between 3 and 5 minutes in length**** (Unless different times have been previously agreed upon with the management team)
- Your video should focus on one topic
- Script your show and stick to it
- only edit if you are able to confidently (we can help you. ****If sending unedited footage please provide a longer duration of footage- around 10 minutes worth****)
- no advertising of product or services with the exception of approved sponsors
- content should be appropriate and not grossly offensive- we reserve the right not to publish any item of media without reason – see unsuitable content section below

unless content has already been created you should discuss the theme/format of your video with the team via email first.

content should be appropriate and suitable for audiences 13+ in most cases

some content will be suitable for editing and sharing on social media (for example by bleeping over swear words). content deemed unsuitable for sharing on our social media pages may still be shared on our main website provided it is deemed suitable for publication. This is at the discretion of the management team and should be discussed first.

AUDIO

- use an external microphone if you have one
- wherever possible record in a quiet place
- avoid using words such as 'umm' and 'arr'
- Consider using scripts to ensure consistent content

VISUAL REQUIREMENTS

- **RECORD IN LANDSCAPE AT ALL TIMES**
- Record in a 16:9 aspect ratio 720p/1080p
- do not use copyrighted material
- be conscious of the lighting conditions you film in as this can greatly effect the quality of your video

Examples of unsuitable content include

- videos of an extreme sexual nature
- any video showing illegal activities (with the exception of news reports)
- any video that would be illegal to broadcast
- any video encouraging violence or hate
- videos depicting extreme graphic violence or injury
- any video depicting an event that did not happen (fake news)

This is not an exclusive list, if you are unsure of your videos suitability please contact the channel management team

if your not sure and want help or advice you can contact the team who can help.

Why not join our media club and help us make regular content whilst enjoying the added benefits offered to members ?