

## Member Submission Checklist

Please review your program against this checklist before submitting to MiND.

### Audio:

- Are ALL audio levels between **-6 and -12 db or at the same volume**? *Please use audio meters to determine levels.*
- Did you use audio transitions to fade your audio in and out at the beginning and end of your program?
- Did you check the audio at your cuts for smooth audio transitions?

### Video:

- Are all transition points smooth and not visually distracting? Are your transitions 1 second or less?
- Did you use the **same font, color and size** for all text in lower thirds/titles? Uniform placement in the frame is also encouraged. This makes it easier for viewers to read and looks more professional.
- Are your shots in focus and steady? *Use of autofocus generally leads to blurry shots.*
- Are your shots white-balanced properly? *Use of auto-white-balance may cause color distortion.*

### Non- Commercial:

- **Websites**, phone numbers, program “bugs” which identify the name of the program or production company are NOT permitted within the program.
- **Promotional content** such as product or service testimonials and “Call to Actions” are **NOT** permitted. You may include a website **only at the end of your program in the credits i.e.** “For more information: *www.....*”

### Final Approval:

- Did you watch your program after you burned it to DVD to ensure there aren’t any audio or video glitches?

**If you do not adhere to these guidelines, your programs will not be accepted by MiND.**

**If your program is rejected for small, technical errors or inconsistent audio levels, MiND may be able to make the corrections for a fee of \$50. You will still have the option to make the fixes yourself and re-submit the program.**