

# file sharing guidelines

For stations who would like to share My Source materials with other stations, you may follow these instructions for submission. These instructions detail the process for submitting audio, video and image files:

## **DELIVERY METHODS** *(Choose Whichever Works Best For You)*

### 1. Mail a disk to the following address:

Carolyn Roche  
Powell Tate  
700 13th St. NW  
Washington, DC 20005

**IMPORTANT:** Please specify your contact information, station name, size of the file and any other pertinent information.

### 2. Arrange for Powell Tate to access your file sharing system. Please email or call Carolyn Roche ([croche@powelltate.com](mailto:croche@powelltate.com) or 202-585-2152) to arrange this.

## **FILE FORMAT**

- **Video**
  - Format: QuickTime, WMV & AVI
  - Size: No limitations
  - Dimensions: 640px X 480px max
- **Images**
  - Format: -web ready: JPG & PNG | -print ready: TIFF, PSD, AI & EPS
  - Size: -web ready: 5MB | -print ready: 50MB
  - Dimensions: any
- **Audio**
  - Format: MP3 & WAV
  - Size: No limitations

Please contact My Le Ducharme ([mducharme@powelltate.com](mailto:mducharme@powelltate.com) or 202.585.2167) or Carolyn Roche ([croche@powelltate.com](mailto:croche@powelltate.com) or 202.585.2152) if you have any questions. Thank you!