

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 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 or 202.585.2167) or Carolyn Roche (croche@powelltate.com or 202.585.2152) if you have any questions. Thank you!