COMMUNITY SHOWCASE
Delivery Checklist and Technical Specifications

Delivery Checklist

Please deliver the following files to TELUS using a Google drive link (we are unable to accept any other file sharing links) or **on an external hard drive (please note, hard drives will NOT be returned).**

1. HD Video file (SD Video files are accepted, HD is preferred)
    a. Please deliver in the highest quality possible, if you're unable to meet the required specifications, please contact us at storyhive@telus.com to discuss options.
2. Transcription
    a. if you do not have a full transcript, if possible, please provide a list of all the names of people and places that are mentioned in the film (use time code to indicate where this information is heard within the program)

Artwork:

If you choose not to provide Box Art or Key Art (or they are not delivered to our specification), TELUS will create these assets for our VOD platform

3. Box Art Large
4. Box Art Small
5. Key Art

If you choose to, you also may deliver a 4K Video file (optional):
6. Optional 4K Video file (**the HD Video file above must also be delivered**)

If you choose to deliver your assets using an external hard drive**, please label it** and deliver via courier to the TELUS offices located at:

TELUS STORYHIVE
510 West Georgia Street, 7th Floor
Vancouver, British Columbia
V6B 0M3
Attention: STORYHIVE

If delivering in-person, hard drives must be in a labelled envelope and taken to the mailroom at the address above. The mailroom is open Monday-Friday 8:00 am to 5:00 pm.

ARTWORK SPECIFICATIONS

Documents and Images
Box Art Large (JPG, JPEG, PNG 480 x 688 | **650kb max** | 72-300 DPI)
Box Art Small (JPG, JPEG, PNG 400 x 600 | **650kb max** | 72-300 DPI)
Key Art **no text or logos,** (JPG, JPEG, PNG 1600 x 900 | **650kb max** | 72-300 DPI)   Cannot be the same image as the box art
*Note: when exporting artwork, use "save for web" setting so the **file sizes stay below 650 kb**
Transcription: .doc or .txt format (timecode not required)

VIDEO FILE SPECIFICATIONS

MANDATORY VIDEO FILE
HD Video File (1920 x 1080) **(PREFERRED)**   **Acceptable Codecs:**   - Apple ProRes 4:2:2 (HQ) .MOV **(PREFERRED CODEC)**   - DNxHD.MOV   - XDCAM HD.MOV   - XDCAM EX.MOV   - MPEG2.mpg   **Video Packaging details:**   15 frames of black (frames NOT seconds) → program (including credits) → 15 frames of black (frames NOT seconds)
We are able to accept SD Video Files, however HD is preferred.   **SD Video File** (720 x 480)   **Acceptable Codecs:**   - Apple ProRes 422 HQ.MOV   - XDCAM.MOV   - DV NTSC.MOV   - H.264 (High/Best Quality).MOV   See packaging details above

OPTIONAL VIDEO FILE

4K Video File (3840 x 2160) (optional, additional delivery)
Acceptable Codecs:
- Apple ProRes (4:2:2 or 4:4:4) .MOV
- DNxHR.MOV

See packaging details above (**the HD Video file above must also be delivered**).

ADDITIONAL SPECS FOR ALL VIDEO FILES

IMPORTANT: Each asset must begin and end with **15 FRAMES of black**

Frame Rate
- 29.97 fps if filmed at 30p.
- 23.98 fps if filmed at 24p.

Reverse Telecine material preferred. If material should contain Telecine, make sure there's no cadence break. Material with cadence break will be rejected.

The whole video range should be between 0 and 700 mv (black shouldn't be lower than 0mv and white shouldn't be higher than 700mv)

Audio Codec
- Integer (Little Endian) **(PREFERRED CODEC)** or AC-3
- 48Khz Stereo
- Sample size – 16 bit

Maximum audio level should be around -12dBFS with Maximum peak being not higher than -10dBFS.

Dialogue should not go under -30dBFS for more than 3 consecutive seconds.

Graphics
- All supers must be 16:9 title safe

Please make sure that if source content is interlaced it is exported as interlaced. Likewise, if source content is progressive, export as progressive.

Regarding frame rate, please deliver your film with the same frame rate it was acquired in; for example, if it was filmed at 24p please deliver at 23.98fps.