

NBCUniversal

Owned Television Stations – Tape Delivery Guidelines

October 2015

NBCUniversal's Dry Creek master control and ingest Hub is accepting tape deliveries on behalf of the following NBCUniversal Owned NBC and Telemundo Stations.

Stations:

| NBC STATIONS |
|--------------|
| WNBC |
| WTVJ |
| WRC |
| WCAU |
| WVIT |
| WMAQ |
| KXAS |
| KNBC |
| KNTV |
| KNSD |

| TELEMUNDO STATIONS | |
|--------------------|------|
| WNJU | KHRR |
| WSCV | KDEN |
| WWSI | KVDA |
| WSNS | KTLM |
| WNEU | KBLR |
| KXTX | KNSO |
| KVEA | |
| KSTS | |
| KTMD | |
| KTAZ | |

Send tapes to:

NBCUniversal
<Station Call Letters>
Attn: Media Asset Coordinators
4100 E. Dry Creek Road
Centennial, CO 80122

HD Tape Formats

Only the following HD tape formats are acceptable (no exceptions):

- HDCamSR (preferred format)
- HDCam
- DVC ProHD (*not* XL)
- XDCAM Pro Disc

SD Tape Formats

Only the following SD tape formats are acceptable (no exceptions):

- BetaCamSX
- Digi beta
- BetaCamSP
- Sony IMX
- DVC Pro25 / DVC Pro50
- DVCam (not mini DV or HDV)

Labels

Each recording shall be identified with a label on the cassette and cassette container. The labels must be clearly marked with:

- Title of program or client name
- Title of episode or commercial
- Material ID
- Show production number
- Date of recording
- Main audio format
 - Discrete 5.1
 - Pro Logic II
 - Pro Logic
 - Stereo
 - Mono
- Captioning information
- Audio track assignment
- Total run time
- Dialog level
- Reel number out of total number of reels
- SD down-conversion aspect ratio format
 - Letterbox
 - Centercut

DRY CREEK HUB VIDEO SPECIFICATIONS

HD Encode Specifications:

| ENCODE SPECIFICATIONS FOR HD MATERIAL | |
|---------------------------------------|---------------------------------|
| Wrapper: | MXF OP1a |
| Video Codec: | XDCAM HD422 50 Mbps |
| Audio Codec: | LPCM Little Endian 24bit, 48kHz |
| Resolution: | 1920x1080 |
| Frame Rate: | 29.97 fps/59.94i |
| Captions: | Embedded 608/708 captions |

SD Encode Specifications:

| ENCODE SPECIFICATIONS FOR SD MATERIAL | |
|---------------------------------------|---------------------------------|
| Wrapper: | MXF OP1a |
| Video Codec: | IMX 30 Mbps |
| Audio Code: | LPCM Little Endian 24bit, 48kHz |
| Resolution: | 720x486 |
| Frame Rate: | 29.97 fps/59.94i |
| Captions: | Embedded 608/708 captions |

AUDIO SPECIFICATIONS

5.1 Channel Soundtracks: Content providers are encouraged to mix and supply discrete 5.1 channel soundtracks when possible in lieu of stereo and matrix encoded LT RT 2-channel soundtracks.

| 5.1 AUDIO CHANNEL ASSIGNMENTS | |
|-------------------------------|---|
| Ch.1 | Left |
| Ch.2 | Right |
| Ch.3 | Center |
| Ch.4 | LFE |
| Ch.5 | Left Surround |
| Ch.6 | Right Surround |
| Ch.7 | Silent or, if applicable, alternate language |
| Ch.8 | Silent or, if applicable, Video Descriptive Service (VDS) |
| Ch.9 | Left Total (Lt) (Pro Logic II or Pro Logic) or Left Only (Lo) or stereo |
| Ch.10 | Right Total (Rt) (Pro Logic II or Pro Logic) or Right Only (Ro) or stereo |
| Ch.11 | Silent or, if applicable, left music/effects |
| Ch.12 | Silent or, if applicable, right music/effects |

Stereo Soundtracks: If a 5.1 soundtrack is not provided, the following audio formats should be used in this order of NBCUniversal’s preference:

1. Provide a 2 channel PCM/AES **Dolby Pro Logic II** matrix encoded soundtrack (stereo compatible) on PCM Ch 1 and 2.
2. Provide a 2 channel PCM/AES **Dolby Pro Logic** matrix encoded soundtrack on PCM Ch 1 & 2.
3. Provide a **stereo** soundtrack on PCM Ch 1 and 2.
4. Provide a **dual mono** soundtrack on PCM Ch 1 and 2.
5. For mono audio content, the same audio material should appear in phase and of equal level on PCM Ch 1 and 2.

| STEREO CHANNEL ASSIGMENTS | |
|---------------------------|---|
| Ch.1 | Left |
| Ch.2 | Right |
| Ch.3 | Silent |
| Ch.4 | Silent |
| Ch.5 | Silent |
| Ch.6 | Silent |
| Ch.7 | Silent or, if applicable, alternate language |
| Ch.8 | Silent or, if applicable, Video Descriptive Service (VDS) |
| Ch.9 | Left Total (Lt) (Pro Logic II or Pro Logic) or Left Only (Lo) or stereo |
| Ch.10 | Right Total (Rt) (Pro Logic II or Pro Logic) or Right Only (Ro) or stereo |
| Ch.11 | Silent or, if applicable, left music/effects |
| Ch.12 | Silent or, if applicable, right music/effects |

Loudness: Content providers should provide a measured average of -24 LKFS (+/- 2 dB) loudness for the soundtrack. Minor variation of +/- 2dB about the -24 LKFS loudness average is anticipated and acceptable.