# OSG Producer Commercial Instruction Form

|  |  |
| --- | --- |
| **Show Series:** |  |
| **Show Title:** |  |
| **Air Date(s):**  |  |  |  |  |  |

**Show Contact, email and phone #** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Deadlines**

At the start of a quarter – please submit commercial instructions 2 weeks prior to quarter start. Example: instructions for 2Q 2017 need to be in-house by 3/13/17.

All Spots and instructions must be delivered to traffic no later than 1 week prior to the start of the air week you want spots to run in during the quarter.

Show deadlines are 2 weeks prior to air with closed captioning contained and 3 weeks for shows that need our closed captioning services.

**Traffic Contact Information**

Please send all traffic instructions to the following email address. Please contact Judy Smith directly if you have any questions or need further information.

**Send instructions to:** **ProducerCommercials@altitude.tv**

 Lisa Jones

 Lisa.jones@altitude.tv

 Ph: 720-873-5027

**Commercial Delivery Method**

**Commercial Delivery Method:**

**Extreme Reach**

<http://extremereach.com/>

Outdoor Channel – code: The Outdoor Channel

Sportsman Channel – code: Sportsman Channel

WFN – code 0124

**Aspera**

Please upload spots to your show folder for Outdoor and Sportsman

**FTP**

**Outdoor Channel**

ftp.winnercomm.comUsername: outdoorftp5
Password: Ftpusera5

**Sportsman Channel**

ftp://4.34.40.67

Username: sportsmans

Password: sp5491

\*\*\*\*Please deliver spots to the “COMMERCIAL DELIVERY” folders

**Producer Commercial RUN LOG: (5.5 MIN SPLIT)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Advertiser | Spot Name | ISCI | **Position** | **Length** |
| Break 1 |  |  |  | **2:00 PROD total** |
|  |  |  | 1 |  |
|  |  |  | 2 |  |
|  |  |  | 3 |  |
|  |  |  | 4 |  |
| Break 2 | Spot Name | ISCI |  | **2:00 PROD total** |
|  |  |  | 1 |  |
|  |  |  | 2 |  |
|  |  |  | 3 |  |
|  |  |  | 4 |  |
| Break 3 | Spot Name | ISCI |  | **1:30 PROD total** |
|  |  |  | 1 |  |
|  |  |  | 2 |  |
|  |  |  | 3 |  |

**Additional comments / information / or special instructions:**