



**To:** All Producers/Providers  
**From:** T.D. Trice, Programming Director  
**CC:** R. Cooper, Executive Director  
**Date:** March 4, 2005  
**Re:** DVD Setup/Compliance

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So you wanna turn in DVDs for playback? Here are some tips to have help you have a flawless playback:

- **Use DVD-R media for your burn.** Trial and error has shown us that Memorex makes a good quality DVD-R media that gives us few problems. Avoid "GQ" brand and other cheap DVD-R media. We have 2 Sony DVD decks and 1 Pioneer deck, which seem to favor the DVD-R format.
- **Include a menu on your DVD.** Your DVD authoring software should provide you with an option to create a menu of choices when the final DVD burn is first inserted into a player. Also, the playback decks seem to have difficulty with DVDs that do not have a menu.
- **Do not put color bars, slate, or countdown on your DVD.** This just puts additional burden on the playback engineer, who has the arduous task of managing 2 television channels.
- **Label your DVD.** Either write directly onto the DVD using a sharpie, or print a label. The label should include the producer's name, the title of the program, the name of the episodes, and the precise total running time of each track on the DVD. Make sure that the time listed for a track is accurate to the second.
- **You can have up to 4 programs on each DVD.** You can list each track on a single Playback Request Form. Whenever possible, use the thicker jewel cases. They are easier to keep track.
- **Test your DVDs thoroughly before submitting them to Access Sacramento for playback.** Try playing back your DVDs in at least two other playback decks, not just your computer, to get a better idea of how the actual playback is going to occur for the most important moment: When it is called for play back over the air and sent to 250,000 homes.
- **Clean your DVDs.** Take the time to clean them. Some electronic stores sell disc doctors, which are fairly inexpensive. Hand oils, thumb prints, spittle, scratches, just about anything on the burn area can interfere with playback. When manually cleaning DVDs, do not go in a spiral direction like you would for LPs. Wipe from the center of the disc, outward. It feels kinda weird at first, but you'll get used to it.

Taking the time to conduct these steps will ensure that not only will the station look good, but you will look like a genius when there is flawless playback of your work.