BROADCAST / PROMO SPOT FORMAT AND NAMING

- **Length exactly 28:30 for a half hour show**
- **58:30 for an hour show.**
- **Format H.264**, **Preset: High Quality 720p (16x9 .mp4)** video.
- **File name** should start with **your name** followed by that **Monday's date for that week**, an underscore _ and the **play number for that week**.
- If you have only one play a week you only need to use _1 after the Monday's date for that week

Example
- Play one: RobertTilton 021422_1
- Play two: RobertTilton 021422_2
- Play three: RobertTilton 021422_3
- Play four: RobertTilton 021422_4

PROMO SPOT FORMAT AND NAMING

- **Length: exactly 60 Seconds**
- **Format H.264**, **Preset: High Quality 720p 16x9 .mp4** video.
- **File Name:** (Promo Minister/Broadcaster FirstName LastName Date uploaded mmddyy)
  Example: PromoRobertTilton011722
- **Content:** uplifting/ positive promo spot with a **quick introduction of yourself and Ministry**.
- **Sign off:** Include a **wrap up mentioning** WFBN…. "Now on WFBN" or "Watch us here at WFBN" … you could also say "Word of Faith Broadcasting Network" something along these lines.

VIDEO UPLOADING

Have completed program in correct format listed above uploaded at least 1 week in advance from your first play date.

Make sure you have a strong internet connection before uploading. Try connecting directly to computer with Ethernet cable. If you still have trouble uploading, make sure you are not streaming on other devices or have too many programs open on your computer.
Please note: Your file upload speed depends on the upload speed provided by your ISP (Internet Service Provider).

- EASY UPLOADING **WFBN.org** through an **Internet Browser** See Attached. *Suggested for those with less computer experience and have few uploads a week.*

- UPLOADING Through **Cyberduck** (a free Client site Manager)**.** See Attached. *Suggested for those who have multiple plays per week and want to save time and trouble uploading multiple files at same time.*