

**The National Capital/Chesapeake Bay Chapter  
of the National Television Academy**

**CONGRATULATES ALL OF OUR NOMINEES!!!**

Now you have one more bit of work to get ready for **Emmy Night!** During the program we will show a :20 clip from each of the winning entries as the entrant walks to the stage. Here is a checklist for preparing your work for submission.

1. Individuals or organizations **WITH MORE THAN 5 NOMINATED ENTRIES** must prepare one master reel with all of the clips included. **INCLUDE** on your reel a copy of **your company's logo**. MASTER REELS CAN BE EITHER BETA OR 3/4" TAPE. *(DVC Pro and VHS will not be accepted).*
2. Individuals or organizations **WITH LESS THAN 5 NOMINATED ENTRIES** are not required to prepare a clip reel or send in individual clips. Your nominated entry tape(s) will be retained and the clips prepared by NTA. However, you **MUST SEND** a copy of **your company's logo**.
3. If you are required to prepare a clip, your entry tapes will be returned to one person at your station or organization. That person will be notified when the tapes are shipped or are ready to be picked up at Team in Washington. **Please Note:** If some tapes were lost in shipment or have not been returned from the judging city, you should use the original copy of the tape in that case. If you have questions, contact Awards Chair Fran Murphy at (301) 933-8474 or [FranniM@aol.com](mailto:FranniM@aol.com).
4. **BEFORE EACH CLIP**, place a :05 slate containing the category title, the entry title, name of entrant and name of entering organization. **AFTER THE SLATE**, place :02 of black and then the clip **not to exceed :20**. If the entry is a :30 promo or PSA, the entire :30 may be used. Countdown leaders are not needed.
5. **INCLUDE** with the master tape a **WRITTEN RUNDOWN** that contains the order and titles of the clips with a **STARTING TIME CODE** for each clip. Please use the 4-columned sample form included in the Nominations packet. If you have an entry that is nominated in more than one category, you can use the same clip for each. Include this information on the slate and the written rundown.
6. **DEADLINE FOR SUBMISSION OF CLIPS IS 5 PM ON THURSDAY, MAY 27, 2004.**
7. **Send your reels to:**  
Bob Kanner (office) 202-363-1000  
Team  
4455 Connecticut Ave., NW - Suite C-100  
Washington, DC 20008

