

*Hawaii Schools Digital Media (HSDM) Grant*  
**INSTRUCTIONS FOR SUBMITTING HSDS VIDEO PROJECTS**

- 1. Please submit your video projects to:**  
Teleschool Branch  
1122 Mapunapuna Street, Suite 201  
Honolulu, HI 96819  
Attn: HSDS
  
- 2. Submission Dates:**  
Send in video projects twice a year on the following dates:  
**January 15, 2010**  
**May 21, 2010**
  
- 3. Send in your best work.** Especially if they won any recognition or awards.
  
- 4. Include the Submission Form with you tape/dvd.**  
Forms may also be downloaded from [hais.org](http://hais.org) or [teleschool.k12.hi.us](http://teleschool.k12.hi.us)
  
- 5. Label your tape/dvd case:**  
Title of Video.  
TRT: (total running time)  
School's Name  
Teacher's Name.
  
- 6. Minutes of production time for submission:**  
\$500 Grants Awardees must submit a minimum of 5 minutes of production time.  
\$1000 Grant Awardees must submit a minimum of 10 minutes of production time.  
\$1500 Grant Awardees must submit a minimum of 15 minutes of production time.  
\$2000 Grant Awardees must submit a minimum of 20 minutes of production time.  
\$2500 Grant Awardees must submit a minimum of 25 minutes of production time.
  
- 7. Format submission may be on mini dv tape or on dvd.**  
**ONE VIDEO PER TAPE/DVD.**  
Be sure to list all the titles and TOTAL RUNNING TIME.
  
- 8. Record at least 10 seconds of black at the beginning of the tape/DVD.**
  
- 9. Check your audio levels.**  
Be sure they are consistent, not too loud or too low.
  
- 10. Submit only copyright free music.** DOE schools may request copyright free music by ordering on-line at Teleschool's website. Use EXPRESS to place orders.

Thank you for your help in following this format, it will help us keep track of the incoming projects. If you have any questions, contact David Smith, phone: 837-8004 or email: [david\\_smith@notes.k12.hi.us](mailto:david_smith@notes.k12.hi.us). Mahalo!