



TRAFFIC DEADLINES AND TAPE POLICIES



KTBS-3/KPXJ-21 Fax (318) 219-4630

Lifewise Cable Media Fax (318) 219-4678

TRAFFIC DEADLINES

<u>If Order Starts:</u>	<u>Tape in House Deadline</u>
Monday	Friday 4pm
Tuesday	Monday 4pm
Wednesday	Tuesday 4pm
Thursday	Wednesday 4pm
Friday	Thursday 4pm
Saturday	Thursday 4pm
Sunday	Friday 4pm

**Holiday schedules are adjusted as needed.*

TAPE POLICIES

Tape format required: Beta SP

Tapes will be held for 90 days after schedule airs.

Client will be notified after 90 days and have the option to have the tape returned to them or have it destroyed.

KTBS-3/KPXJ CW21 cannot store tapes that are not in use.

Traffic Manager: Vanessa Jones (318) 861-5818

Traffic Fax#: (318) 219-4630