

**KTOP VIDEO DUPLICATION REQUEST FORM**

Program Reel # \_\_\_\_\_

Expected location of Tape \_\_\_\_\_

Today's Date: \_\_\_/\_\_\_/\_\_\_

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MEETING OR PROGRAM REQUESTED: \_\_\_\_\_

DATE OF TAPING: \_\_\_\_\_

# OF COPIES REQUESTED: \_\_\_\_\_

**Policy:** Members of the public may purchase up to **three (3) DVD** copies of all government meetings that KTOP-TV covers. For more than **three (3)** copies, customers may purchase a Beta SP tape to take to an outside vendor for duplication. Meetings KTOP -TV covers include Council Committee Meetings, City Council Meetings, City Boards and Commissions. Additionally, members of the public may obtain copies of all KTOP- TV productions. A KTOP-TV production is any program in which KTOP-TV maintains the copyright. KTOP-TV makes every effort to complete requests within **5-7 business days**. There may be exceptions when requesting copies that have been archived. In these cases, KTOP-TV will research the meeting length and call the individual requesting the copy to give an estimated time for how long the order will take to complete.

**Costs:** *The cost per Legislative DVD is \$2.50 (Other KTOP productions are \$20.00)*

**Ordering & Payment:** Orders may be placed by submitting this form either in person or through the mail with your payment to: KTOP-TV, Oakland, 250 Frank Ogawa Plaza, 5<sup>th</sup> Fl., Suite 5354 CA. 94612. Orders may also be placed by *telephone* at 510/238-3566, by *fax* at 510/238-6299, or *via e-mail* at ktop@oaklandnet.com. You may pay by *cash, check* or *money order*. Make checks or money orders payable to "City of Oakland -KTOP." Customers will be called for pick up once the copy is completed. Copies may be mailed to customers for an additional fee. Please check with KTOP for current mailing costs. **Tapes will be held for three weeks after customer is called for pick-up and then they are recycled.** "If you have any questions, please call KTOP at (510) 238-3566.

**KTOP USE ONLY**

City of Oakland Account #:

Amount of Payment:

Date Paid: \_\_\_ / \_\_\_ / \_\_\_\_\_

Dub Completed by: \_\_\_\_\_

Completion date: \_\_\_ / \_\_\_ / \_\_\_

Date called for pick-up: \_\_\_ / \_\_\_ / \_\_\_

Date picked-up: \_\_\_ / \_\_\_ / \_\_\_

Check master tape \_\_\_\_\_

Adjust Audio Setting \_\_\_\_\_ average range of -3 to 0db

Adjust Video Setting \_\_\_\_\_ average range of 80 to 100% on vector scope

Number of copies made \_\_\_\_\_

Time spent: Beginning time: \_\_\_\_\_:\_\_\_\_\_

Completion Time: \_\_\_\_\_:\_\_\_\_\_

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