

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 There may be exceptions when requesting copies that have been archived.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 \$15.00)*

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, 5th 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 _____
Adjust Video Setting _____
Number of copies made _____

average range of -3 to 0db
average range of 80 to 100% on vector scope

Time spent: Beginning time: _____:_____

Completion Time: _____:_____

Actual Time spent: _____