



# MIAMI VALLEY COMMUNICATIONS COUNCIL

## COMMUNITY REQUEST FOR A DUB (COPY) OF A PROGRAM

REQUESTED BY: \_\_\_\_\_ PHONE #: \_\_\_\_\_

TITLE OF PROGRAM: \_\_\_\_\_

REQUEST DATE: \_\_\_\_\_ DATE NEEDED: \_\_\_\_\_ NUMBER OF COPIES NEEDED: \_\_\_\_\_

*PRODUCERS OF THE PROGRAM ARE ALLOWED ONE FREE DUB OF THAT PROGRAM*

<b>FOR OFFICE USE ONLY:</b>	<b>DATE</b>
MASTER TAPE #: _____	_____
RECEIVED BY: _____	_____
DUBBED BY: _____	_____
NOTIFIED BY: _____	_____
ISSUED BY: _____	_____

<b>COMMUNITY RATES</b>
PRODUCER COPY (Y/N) _____
DUB RATES: \$15 FOR THE FIRST DVD, + \$5 FOR EACH ADDITIONAL COPY
NUMBER OF COPIES: _____
TOTAL DUE: _____

### DUBBING GUIDELINES

The following are guidelines for requesting a copy (Dub) of a Miami Valley Communications Council program.

MVCC produces all dubs on DVD-R format only.

*Producers* of a program are permitted one free dub upon request. Any additional dubs are subject to normal charges.

Dubs can only be made of COMPLETED programs that are part of the MVCC tape library. Personal dubs not associated with MVCC programming are prohibited.

The request of a dub of a program that is produced by a second party producer must include the permission of that producer before dubbing can be completed.

Dubs of all city council meetings are only available for the three most current meetings. Dubs of Montgomery County commission meetings can only be made one (1) week past the date of the meeting.

Allow two (2) weeks from date of request to completion of dub.

Dubs can be picked up during normal business hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.

Professional care is given to all the dubs completed by the Miami Valley Communications Council. Please contact MVCC if there are any technical problems with the tape(s).