



MIAMI VALLEY COMMUNICATIONS COUNCIL

REQUEST FOR A DVD (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 DVD COPY OF THAT PROGRAM

FOR OFFICE USE ONLY:	DATE
MASTER TAPE #: _____	_____
RECEIVED BY: _____	_____
DUBBED BY: _____	_____
NOTIFIED BY: _____	_____
ISSUED BY: _____	_____

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

DVD COPY 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.

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

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

DVD Copies of all city council meetings are only available for the three most current meetings. DVD Copies 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 a DVD Copy.

DVD Copies 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 DVD Copies completed by the Miami Valley Communications Council. Please contact MVCC if there are any technical problems with the tape(s).