

Treasurer
Del Mar Television Foundation

204 10th Street
Del Mar, California 92014
DMTV3 (858) 481 2882 FAX(858) 481 2104

Memo to Producers of DMTF productions
Subject: Receiving Fund

In order for funds to be released for your DMTF production, you must submit the following:

List the date and airtime of the 1st time that the program will air on DMTV. You can pick-up a "Request for Airtime" from the station in order to secure the airtimes.

Make sure that the program is copyrighted by the Del Mar Television Foundation and there are credits at the beginning and end of the program; “ This program was funded by the Del Mar Television Foundation.”

One VHS copy of the completed program for the DMTF library--to be kept at the station and can be checked out.

When you have completed the above items, turn them into the Del Mar Television Station staff person for verification. They will forward the form to DMTF for payment. Be sure to write your name, address, and the amount that was funded by DMTF.

Date_____

Program Title_____ **Running Time**_____

Producer_____ **Date**_____

Address_____ **City**_____ **ST**_____ **ZIP**_____

Phone Number **Work**_____ **Home**_____

Listing of 1st air time; Date_____ **Time**_____

Funding Amount _____

Verified by_____