



**Office of Communications**

Phone : ( 305) 416-1440

Fax: (305) 416-1441

**Video Duplication Request Form**

To order a DVD copy of City meetings, events or programs that are aired on City of Miami Television, please fill out the form below and email it to [communications@miamigov.com](mailto:communications@miamigov.com) or fax in your request at (305) 416-1441.

Note: There is a \$5.00 fee per DVD. The fee is due upon receipt of the DVD, to be paid by cash, check or money order, payable to the City of Miami.

You will be notified by telephone or e-mail as to when the DVD will be available for pick-up.

Date: \_\_\_\_\_

Requested By: \_\_\_\_\_ Department: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Amount of copies (please circle the amount)

1                      2                      3                      4                      5

*Internal Use Only:*

Signature \_\_\_\_\_ Date \_\_\_\_\_ Contact Date \_\_\_\_\_