



2010 IN-FLIGHT PROGRAM DATES & MATERIAL SPECIFICATIONS

Airdate	Space Close	Materials Due	Approval Deadline
January ■	Sept 30, 2009	Oct 12, 2009	Oct 21, 2009
February ■	Oct 30, 2009	Nov 11, 2009	Nov 20, 2009
March ■	Nov 30, 2009	Dec 9, 2009	Dec 18, 2009
April ■	Dec 30, 2009	Jan 11, 2010	Jan 20, 2010
May ■	Jan 29, 2010	Feb 11, 2010	Feb 19, 2010
June ■	Feb 26, 2010	March 9, 2010	Mar 19, 2010
July ■	March 30, 2010	April 13, 2010	Apr 21, 2010
August ■	April 30, 2010	May 15, 2010	May 21, 2010
September ■	May 28, 2010	Jun 10, 2010	Jun 21, 2010
October ■	Jun 30, 2010	July 12, 2010	July 21, 2010
November ■	July 30, 2010	Aug 13, 2010	Aug 23, 2010
December ■	Aug 30, 2010	Sept 13, 2010	Sept 22, 2010

VIDEO FORMATS & INFO:

ALL Video must be NTSC.

Prefer BetaSP format.

Other formats (DV/DVCAM, DVC-PRO, Digi-Beta) can be converted for a nominal fee.

Prefer SPLIT Audio mix (VO separate from music and SFX). Stereo/Mixed tapes ONLY accepted for pre-produced spots that do NOT require additional editing.

All tapes must be labeled appropriately. (Air Date, Client, Title)

All Footage returned to sender (unless noted otherwise) upon program completion & full payment is received.

ADDITIONAL INFORMATION

Footage Releases are required for ALL footage provided by the client. These will be provided to you by IMA.

Location Releases are required for ALL location work. These will be provided to you by IMA.

IMA is not liable for materials sent. Therefore we encourage duplication of important materials prior to shipment.

An FTP site is available, upon request, for electronic transfer of digital documents.

SHIPPING INFORMATION:

In-Flight Media Associates
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Encinitas, CA 92024
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