

# Video Graphics, Inc. Program Time Code Sheet

Name of Program:  
 Contact Information:  
 Contact Person:

To successfully capture the correct segments for your video, Video Graphics Inc. relies on time code numbers. To get accurate time code numbers, please put each tape into your VCR, rewind it to the beginning, eject the tape, then push it back into your VCR. This should start your hours/minutes/seconds counter on the front of your VCR to 0:00:00.

As you view your tape, write down the counter number at the beginning of the play you wish to transfer (called the In Point), then the number at the end of the play (called the Out Point). For videos on DVD, the counter on the front of your DVD player will show the correct time code while the DVD plays. Please include a short description of the segment as well so we may be sure we have the correct play. (ex. In Point: 0:42:13 to Out Point 0:42:25 – Horse runs through gate and around barrels, then back through gate).

<b>Tape or DVD</b>	<b>In Point</b>	<b>Out Point</b>	<b>Short Description</b>
1			
2			
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