

TAPE DROP-OFF DEADLINES

(effective for series episodes that air on August 15, 2006 or later)

Drop tapes off at 1720 Market Street during office hours:

Tuesday through Friday 3 pm to 11 pm
Saturday 11 am to 7 pm

(No tape drop-off on Sunday & Monday – offices are CLOSED)

You must drop off your tape well in advance of the day it is scheduled to air, so that we have time to prepare it for playback. Below you will find the appropriate drop-off day for your show.

| If your show airs on: | The drop-off deadline is the previous: |
|------------------------------|---|
| Sunday | Tuesday, 10:00 p.m. |
| Monday..... | Tuesday, 10:00 p.m. |
| Tuesday | Tuesday, 10:00 p.m. |
| Wednesday | Wednesday, 10:00 p.m. |
| Thursday..... | Thursday, 10:00 p.m. |
| Friday | Friday, 10:00 p.m. |
| Saturday..... | Saturday, 6:00 p.m. |

You may leave up to four tapes at a time at the station. It's a good idea to always leave at least one repeat of your show at the station. Tapes are usually ready for pick-up the week after they have aired.

If you submit a tape after the deadline, we cannot guarantee that it will air. We may have to repeat a previous episode of your show instead. Late tapes, repeats or no-shows will count towards playback penalties. After four (4) playback penalties your series timeslot may be cancelled.

Please do not try to drop off tapes at the facilities on Sundays or Monday, or before 3pm on Tuesday through Friday. Even though you may see staff in the facilities at those times, they are not available for tape check-in.

If you have any questions, please call
(415) 575-4949

