

NAVY PERSONNEL COMMAND (PERS-650)
 NAVY MOTION PICTURE SERVICE
 5720 Integrity Drive, Bldg 457
 Millington, TN 38055-6510
 COM PHONE: (901)874-6534 FAX: (901)874-6831 DSN: 882

From: Branch Head, Navy Personnel Command, (PERS-650)
 To: 8mm Videotape Program Manager

Subj: REPORTING ATTENDANCE FOR ASHORE 8MM VIDEOTAPE SITES

1. All ashore commands operating 8mm videotape sites must report total annual attendance to NMPS for the prior Navy fiscal year (01 OCT through 30 SEPT) no later than 31 October. If you are sharing your videotape library with other facilities on base, please combine all attendance totals and report them below.

2. The attendance consists of the number of adults and children that attended the movie exhibitions at your site for the entire fiscal year. For those who keep track of actual attendees, please proceed to section 3. If you have not kept an attendance record, please continue reading. In order to calculate attendance for the prior Fiscal Year. Please see formula below:

- # Adults per movie X # of movies per week = # Adult attendees per week
- # Adult attendees per week X 52 Weeks = Total # Adult attendees per year

Repeat this calculation for children. Then add the number of Adults and children to determine the total number of attendees for your shore site.

3. Complete the table below. Please send a signed copy to the above address, via fax to 901-874-6831 or via email to P650D@persnet.navy.mil by 31 October.

4. Please contact the NMPS Program Analyst via email at P650D@persnet.navy.mil or call 901-874-6534 or DSN 882-6534 with any questions or concerns.

 Branch Head Signature

ASHORE VIDEOTAPE ANNUAL ATTENDANCE RECORD

REPORTING PERIOD: 01 OCT - 30 SEP FY__				
SITE NAME	ACCOUNT NUMBER	ATTENDANCE		
		ADULT	CHILD	TOTAL
	-			

 Signature of Approving Officer and Date

NAVPERS 1710/25 (03/03)

 E-Mail

S/N: 0106-LF-127-8500

 Phone Number