

VIDEOGRAPHY REQUEST

REQUESTOR INFORMATION (* denotes a required field)

Contact Name*	<input type="text"/>	Department *	<input type="text"/>	Speed Chart	<input type="text"/>
Contact Phone*	<input type="text"/>	Email*	<input type="text"/>	Start*	<input type="text"/> <input type="text"/>
Event Name	<input type="text"/>	Event Date*	<input type="text"/>	End	<input type="text"/> <input type="text"/>
Location of Video Shoot*	<input type="text"/>			Duration	<input type="text"/>

INFORMATION ABOUT THE VIDEO RECORDING

What or who is the subject matter that will be videographed? (Name specific people, awards, room, displays, etc.)

Who are your audience (whomever will view the film)? Provide us a background of your group event or details describing the subject or subject matter: (Name specific VIPS, Faculty, and Students)

PURPOSE

 Internal

 Web

 Broadcasting

Other details (size, quality, resolutions, etc.)

FINAL OUTPUT FORMAT

 USB

 Other

 Connect

 Panopto/Kaltura (embeddable code)