



## VIDEO REQUEST FORM

Please complete ALL information below to request videography. Please **give a minimum of two weeks** advance notice for off-campus, evening, or weekend events so we may ensure coverage. Please **allow up to two to three weeks for production** work before delivery.

Client \_\_\_\_\_ Org/Acct. # \_\_\_\_\_

Department \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_ Bldg/Rm # \_\_\_\_\_

Hand Signature \_\_\_\_\_

**NOTE: INACTIVE ORGS/FUNDS OR NOT DATA-ENTERABLE WILL BE CHARGED BACK TO YOUR HOME LABOR ACCOUNT**

### EVENT INFORMATION

Type of video requested:

Production Only     
  Post-Production Only     
  Event Coverage  
 Basic Interview Style Promo/Spot     
  Interview and Observational Style Promo/Spot

Event Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Event Name \_\_\_\_\_

Event Description \_\_\_\_\_

Event Contact Name \_\_\_\_\_

Event Contact Phone \_\_\_\_\_ (cell phone # of person at location of event)

Event Location \_\_\_\_\_

Video will be used for and where \_\_\_\_\_

Video Requested \_\_\_\_\_

Additional Instructions / Project Details \_\_\_\_\_

FOR OFFICE USE ONLY

Revised 6/17

\_\_\_\_\_  
OMC JOB NUMBER

Videographer \_\_\_\_\_

Date received from client \_\_\_\_/\_\_\_\_/\_\_\_\_

Date approved by client \_\_\_\_/\_\_\_\_/\_\_\_\_

**ANYONE UNDER THE AGE OF 19 YEARS OR NOT AFFILIATED WITH UAH MUST SUBMIT A SIGNED VIDEO RELEASE FORM (EACH PERSON) PRIOR TO ANY VIDEOGRAPHY.**

TOTAL