



Event Filming Request (Bond 255)

ITS-Multimedia Services



Requirements for Event Filming:

1. ***Event must be a Citadel-related event, and on-campus.***
2. Request must be made a minimum of two weeks in advance. No exceptions.
3. Blank media for the final output will be provided by requester.
4. Multimedia Services cannot guarantee the quality of final product, which is dependent on event environment.
5. All media and signed releases must be turned into Multimedia Services at least 24 hours before the event.
6. Post-production will take 14 to 21 business days.

Today's Date: _____ **Name:** _____

Department: _____ **Phone:** _____ **E-mail:** _____

Date and Time of Event: _____

Duration of Event: _____

Location of Event: _____

Is Assistance Available? _____

Event Filming Assigned to: _____

Event Options:

- Entrance of Audience
- Introduction of Speaker(s) Number of Speakers? _____
- Speaker(s) only – full body or close-up
- Speaker(s) with PowerPoint
- Audience Q & A
- Post Event – PowerPoint or Other Media
-
- Microphone/Sound System Needed
- Extra Lighting Needed

Other Information:

Final Output Media:

- AVI
- MOV
- WMF
-
- CD (Data)
- V-CD
- DVD
- VHS
- S-VHS

If requesting DVD format, will it need to be chaptered? Yes No

How many copies would you like? (Limit 10 copies.) _____

I have reviewed and agree to the above requirements and plans for the event.

Signature

Date



Customer Contacted for Pick-Up: Phone E-Mail Date: _____

Customer's Signature: _____

Date Items Received: _____

