

# THE CITADEL Multimedia Services - Event Filming Request

## 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. Requester will provide the blank media necessary for the final output.
4. Multimedia Services cannot guarantee the quality of final product, which is dependent on event environment.
5. Post-production will take a *minimum* of 14 to 21 business days.

**Today's Date:** \_\_\_\_\_

**Name of Requester:** \_\_\_\_\_

**Requesting Department:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

**Date / Time of Event:** \_\_\_\_\_

**Duration of Event:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Point of Contact during the Event:** \_\_\_\_\_

**Is the event open to the public?**  No  Yes

If *NO*, please describe the audience: \_\_\_\_\_

**Name of Presenter:** \_\_\_\_\_

**Is the presenter external to The Citadel?**  No  Yes

If *YES*, please provide some background information on the speaker.

**Any special requests or comments for the videographer?**

May we have a copy of the PowerPoint presentation, or other materials used, to include in final video?

No  Yes

How will the final video be used?

For Preservation/Archival Purposes for later academic review and discussion – the requester will ensure access to the final video will be limited.

On The Citadel Web Site, on CitLearn, or Distributed as a Link:

○ The final video will be posted on the Mediasite server, and a URL will be provided to the requester.

○ Is a Mediasite catalog needed?  No  Yes - Existing Catalog? \_\_\_\_\_

For Distribution as a Digital File MP4 format:

○ To whom will the file be given? \_\_\_\_\_

Other (Please Explain):

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

---

Signature ( Sign by typing full name)

Date

---

**MMS USE ONLY:**

Customer Contacted for Pick-Up:  Phone  E-Mail Date: \_\_\_\_\_

Customer's Signature: \_\_\_\_\_

Date Items Received: \_\_\_\_\_