Video Services provides audio and video event recording services. Please complete and sign the following form. Return to media@utdallas.edu. You will be contacted by a Video Services staff member to discuss your event. Our fee is$30/hr per technician for non-course-related events. There is an additional charge for multiple copies of DVDs/CDs. See below.

**Important - This form is for Video Services only; to request other media equipment, use the Media Event Technology Request Form at** [**http://www.utdallas.edu/forms/documents/EventTechnologyRequest.doc**](http://www.utdallas.edu/forms/documents/EventTechnologyRequest.doc)

**Click in the shaded fields - they will expand as needed.**

**Top of Form**

|  |
| --- |
| **CONTACT INFORMATION** |
|  **Event Contact Name** |       |
| **School/Department**  |       |
| **Contact Email** |       | **Phone**       | **Room**       |
| **Account Number** |       |
| **Signature Authority Name\*** |       |
| **Signature Authority Email** |       | **Phone**       | **Room**       |
| **Deliver Final Product to** | [ ]  Contact (above) [ ]  Signature Authority (above) [ ]  Other (specify below) |
|  | **Name**       | **Phone**       | **Room**       |
| \* The Signature Authority is the person authorized to sign for the account number given. This may or may not be the event coordinator. Please check with your office administrator. |
| **EVENT INFORMATION** |
| **Event Title**  |       |
| **Event Description** |       |
| **Expected Attendance** |       |
| **Will there be press at event?** | [ ]  no [ ]  yes  |
| **Event Type** | [ ]  single event (continue to Date of Event) |
|  | [ ]  multiple event (please complete a separate event form for each event) |
|  | [ ]  recurring event (please indicate start date and stop date) |
|  | **Start Date** |       | **Stop Date** |       |
| **Date of Event**  |       |  |
| **Time of Event** | **Start Time** |       | **End Time** |       |
| **Event/Facility Location**  |       |
| **Important!** Facility reservations are the responsibility of the event coordinator/sponsoring organization. Please ensure the facility is reserved 1 ½ hours prior to the event start time and for 1 hour after the scheduled event end time to allow for equipment setup and breakdown. |
|  **Other information** |       |
| **RECORDING INFORMATION** |
| **Service Requested** | [ ]  Audio recording only | [ ]  Audio and Video recording |
|  | [ ]  Entire event | [ ]  Portion of event (see below) |
| 1. Start       Stop       | 2. Start       Stop       | 3. Start       Stop       |
| **Cameras (if video requested)** | [ ]  Single camera | [ ]  Multi-camera (2-3) | [ ]  Not sure |
| **Special instructions** |       |
| **PRODUCT FORMAT** |
| (if you are unsure about any of this, contact Media@UTDallas.edu, ext 4900) |
| **Computer file** |
| Preferred format (AVI, Mpeg, QuickTime, Real Player, Windows Media, Flash, etc.) |       |
| Resolution  |       |
| Onscreen graphics? (e.g. chapter titles, titles for presenters) | [ ]  no  | [ ]  yes |
| Integrate a presentation (PowerPoint, DVD or VHS)? | [ ]  no  | [ ]  yes |
|  |  |  |
| **DVD** |  |  |
| Title menu? | [ ]  no  | [ ]  yes |
| chapters? | [ ]  no  | [ ]  yes |
| Onscreen graphics? (e.g. chapter titles, titles for presenters) | [ ]  no  | [ ]  yes |
| Integrate a presentation (PowerPoint, DVD or VHS)? | [ ]  no  | [ ]  yes |
|  |  |  |
| **Number of CDs/DVDs** (1-4 are included in cost of recording) |       |
| Please note the additional cost below. |  |  |
|

|  |
| --- |
| B&W Labels5-10 --- $20 (30 minutes production + materials cost)10-25 --- $50 (30 minutes production + materials cost)25-50 --- $80 (1 hour production + materials cost)50+  --- increase price by $40 for increments of 25 (1 hour production + materials cost)Color Labels5-10 --- $30 (30 minutes production + materials cost)10-25 --- $60 (30 minutes production + materials cost)25-50 --- $90 (1 hour production + materials cost)50+  --- increase price by $50 for increments of 25 (1 hour production + materials cost) |

 |
| **Streamed (archived)** |  |  |
| Resolution  |       |
| Bandwidth |       |
| Onscreen graphics? (e.g. chapter titles, titles for presenters) | [ ]  no  | [ ]  yes |
| Integrate a presentation (PowerPoint, DVD or VHS)? | [ ]  no  | [ ]  yes |
| **Streamed (live)** |
| Resolution  |       |
| Bandwidth |       |
| **COPYRIGHT PERMISSIONS** |
| Not all subjects (guest lecturers, etc) allow videotaping. Requestor must provide evidence of permission to record and sign below. See the Talent Release Form at <http://www.utdallas.edu/communications/docs/talent_release.pdf> Video Services will review requests and may deny recording. You will be contacted if this is the case. (Sign below) |
| I certify that [ ]  I have received permission from the subject of the recording and have attached such permission. [ ]  I or the following organization       (of which I am an authorized representative) have appropriate permissions for the recording.  |
|       |       |
| Digital Signature | Date  |
| Submission of this form does not guarantee a confirmation of your request.Event recordings are subject to technician schedule. If there is a conflict, you will be contacted.**EMAIL COMPLETED FORM TO** **media@utdallas.edu****Submit video event requests at least one week prior to the event. We cannot guarantee accommodation of requests received later.**   |

Bottom of Form