

## **Request for the Production of a Video**

What are you trying to accomplish with the video and what is the intended audience?

In a few sentences, describe the proposed video contents. Be as specific as you can, including the number of people featured and the specific settings and actions portrayed, if that information is available at this point.

What plans do you have for distributing and promoting the video?

What resources have you identified to cover (contribute to?) the costs of producing the video?

What special circumstances might apply to this video (e.g., perhaps you have a videographer in mind, a specific event to be videoed)?

What is the expected lifetime of this video (i.e., how long before a new video will need to be produced)?

## **Review Process**

Please submit your request to Suzanne Wayne in 264 Chambers. She will consult with the appropriate associate dean and/or department head for review and follow-up with a status report and any additional questions that may surface.