

Media Services Video Production Project Request

Contact Details

Name	
Email	
Phone	
Faculty	

General Overview of Video Project

The Purpose of the Video Project

The Filming Location; *eg, Studio, outside location, off campus location*

The Intended Audience

The Project Deadline

Is an Interview to be Captured as Part of this Project?

Delivery of the Final Video *eg. online*

Media Services will:

- Provide a rough cut of the project for comment.
- Provide up to a maximum of 2 re-edits of the project based on client comments.
- Not provide raw footage/rushes captured in the project to the client for re-editing elsewhere.
- Only keep raw footage/rushes captured from the project for a maximum of 12 weeks following the project completion.
- Permanently archive the completed project should further copies be required in the future.