

Media Services / **video production** / project request

Media Services require:

1. Primary contact details for the project

2. School, faculty, department,
directorate of the primary contact

3. Can you give us a general overview
of the video project

4. What is the purpose of the video,
eg promotional material, research, training, teaching
materials? Please expand

5. Where would you like the filming to take
place? eg Media Services TV studio, indoor/outdoor
university location, off campus location

6. Who are the intended audience, what kind
of information do you wish to convey?

7. What is the deadline for completion
of the project?

8. If an interview is to be captured as part of
the project do you want to capture both
question and answers or are the responses
only required?

9. How is the final video to be delivered,
DVD, web etc.

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 in a project
for a maximum of 12 weeks following the project's
completion

Permanently archive the completed project should
further copies be required in the future

www.manchester.ac.uk/mediaservices

0161 275 2523 / humanities bridgeford street building

email the completed form to / mediaservices@manchester.ac.uk