

ODE VIDEO PRODUCTION WORK ORDER

Order # \_\_\_\_\_

Requested by: \_\_\_\_\_ Department: \_\_\_\_\_ Recording Date: \_\_\_\_\_

Name of event/class: \_\_\_\_\_ No. of Speakers: \_\_\_\_\_ Due date: \_\_\_\_\_

Recording Location: \_\_\_\_\_ Session start time: \_\_\_\_\_ End time: \_\_\_\_\_

Faculty/Guest Speakers Names: \_\_\_\_\_  
(including introducers) \_\_\_\_\_

\*\*\* 1- If possible, please reserve the event location one hour prior to event start, giving us time for setup.

2- Please be exact when noting the number of speakers, including introducers.

Q&A Session: Yes No Power Point in Session: Yes No

Is this video for students who will be missing class: Yes No

Insert Power Point, Graphics, Video Clips or Other Material Into Finished Video: Yes No

Will there be information on projection screens that we should capture: Yes No

VIDEO DISTRIBUTION:

Is content approval required before distribution of the video: Yes No

If yes, who will give the approval: \_\_\_\_\_

Distribution Options: Kaltura ☐ Canvas ☐ Video File Download ☐

If Distributed on Kaltura, please tell us who should be allowed to view your video:

Tuck Community Only Dartmouth Community Public Viewing Other

Distribute by Another Method: \_\_\_\_\_

Please save and send completed form to: [tuck.video.production@tuck.dartmouth.edu](mailto:tuck.video.production@tuck.dartmouth.edu)

If you do not receive confirmation of submission within 24 hours, please email [Andrew Grimson](mailto:Andrew.Grimson)