

Video Production Request Form
Communications & Marketing
(Please complete and return to Gayle Scott)

Request Date:		Expected Completion Date:
Requested by:		
Interviewer: (name)		
Project Description:		
Studio or Location:		
How/Where will video be used/shown and what format/length:		
Voice Talent: (male/female/ specific person)		
Any additional details:		
EXTERNAL PARTNER(S)		
School/Company & Address:		School/Company Contact(s):
Address:		
(City) (State) (Zip)		
E-mail address:		Phone:

<i>Below will be completed by ETR Office Staff</i>	
Shoot Date:	
Producer:	
Other staff to work on project:	
Directions to Location: (if to be shot on location)	
Vehicle Reserved:	
Graphics:	