



# Video Production Request Form

Date:

Department/Organization:

Contact Person:

Email:

New Request

Edit existing video

Working Title:

Date Required for final Video:

Desired length (in minutes):

Name of the Project:

Description of Project:

Intended Audience:

What are the goals of the project:

Shot List (list any required photos/footage you need for this project):

How will the video be used (social media, theater, YouTube, other)?

What are the key points to be covered?

What is the “takeaway” from the program? What should the viewer remember most?

What is your availability during the process?

*This form must accompany all printing requests and be emailed, along with any attachments, to [joanna.fritz@tvcc.edu](mailto:joanna.fritz@tvcc.edu) or by clicking the SEND button below. We will contact you with any questions and a proposed timeline.*