

Request for recording, editing and DVD production

Requested by: _____ Date of request _____
(Faculty, Staff or Administrator)

Phone: _____ Email: _____

Please answer all questions below, and return to Steve Dehner, Room 125.

1. Does this project have a deadline? ___ No ___ Yes If so, what is it? _____
Please allow at least two weeks after recording for finished disc

2. Title to appear on disc _____

3. Presenters/Authors _____

4. What do you want done with the final product? **Please write the number of discs in blank space.**

___ Placed behind the Library Circulation Desk for in-Library viewing only (*NOTE: These will be returned to you at the end of the Term*)

___ Placed on the Library Reserve Shelf (Two-hour checkout)

___ Placed in the Library Permanent Collection (*NOTE: If it is going into the Permanent Collection, those who appear in the video must sign a Release Form.*)

___ Given to _____ >>**If this is a lecture for a student, the Dept. Dean must sign off:**

Signature _____ Date _____

___ Sold in the bookstore. Price: _____

6. Would you like a personal copy? ___ Yes ___ No

7. Do you need a camcorder? ___ Yes ___ No

If so, when? Date(s) _____ Time _____

Where? Building _____ Room _____

8. How many hours of recording? (Maximum 2 hours per DVD/ 80 minutes per CD) _____

9. Do you need:

___ A short tutorial on how to use the camcorder?

___ Someone to operate the camcorder for you?

10. Will the recording need to be **edited** before the DVD is made? For example, will there be unwanted footage that will need to be deleted? Or will you want titles, credits or graphics added? ___ Yes ___ No

13. Please indicate the media format(s) you need:

___ **DVD***

___ **CD:** Audio only; 80 minutes maximum per CD)

___ **MP3 file on CD:** Audio only; Highly compressed file, that allows many or very long audio recordings on a CD, and makes it easy to copy onto another computer or flash drive.

*14. Please indicate which kind of DVD playback you want:

___ **Single movie:** One video plays all the way through. It may not exceed two hours.

___ **Single movie with chapters:** One video plays all the way through, but can advance to selected positions in the video using the next ►► and previous ◀◀ functions on the DVD player/remote control. It may not exceed two hours.

___ **Menu DVD:** Two or more videos are included. The menu has a button for each video, which plays when its button is pressed using the remote control. A "Play All" button can also be placed on the menu, which when pressed plays all videos in the order in which they are placed on the menu. Two-hour max for all videos together.
