

UTSA Video Production Services Request Form

Client Contact Information:

Name: _____ Office/Organization: _____ Date: _____
Phone: _____ Email: _____

Type of Video Production: (Check all that apply)

Office use
only

In Studio: Utilizing our studio for promotions, announcements, or green screen.

Field/ On location: On-site video production for interviews, documentaries, promotions, and announcements.

New Media: Using Adobe Flash for interactivity or simple animations. Ideally suited for online learning applications.

Webcast: Live stream of your video on the Internet

Pre-Production:

Time(s):

Date(s):

Location(s):

If applicable:

Do you have or require a script? Yes / No

Do you have an Itinerary? Yes / No

Post-Production: Includes editing of existing footage or footage we shoot Completion Date:

Archive: Non edited footage straight to a DVD

Rough cut: Editing of video without titles and graphics

Full Edit: Editing of video with titles and graphics

Special Effects: Using green screen or simple animation effects

What type of end product would you like to produce?

Promotion or Announcement

(a short commercial type video usually 30-60 seconds in length promoting your organization or event)

Segment, Clip or Vignette

(a video usually 1 to 5 minutes in length used in presentations or longer programs)

Completed Long Form Program

(10 to 30 minutes in length with a fully developed script used to document or archive an event)

How would you like your video project to be seen? (Check all that apply)

UTSA-TV INTERNET DVD OTHER:

Briefly describe your video project: