

Digital Media Service Request Form

Incident #: _____

Name: _____ Phone: _____ Email: _____

College/Dept: _____ Bldg/Rm: _____ Org: _____ Fund: _____

Today's Date: _____ Requested Completion Date: _____

Course Number/Description: _____ Course Section: _____

(check one or more)

Video Recording

Digital Media

Equipment Loan

<small>(fill in / circle one)</small> Date to Film: _____ Time: _____ Building/room: _____ Stream: Yes / No Stream Account: _____ Describe Event: _____ _____ _____ _____ _____	<small>(fill in / circle one)</small> <div style="background-color: yellow; text-align: center; padding: 2px;">Convert:</div> VHS CD DVD Data File Mini DV Other To: _____ <div style="background-color: yellow; text-align: center; padding: 2px;">Duplicate:</div> CD DVD Number of Copies: _____ Description of Media: _____ _____	<small>(fill in / circle one)</small> Equipment Requesting: _____ _____ _____ Do you require an orientation? <div style="text-align: center;">Yes / No</div> Equipment return date: _____ _____ _____
--	--	--

Additional Notes: _____

Dropped off by (Signature) _____ Date: _____

Picked-up by (Signature) _____ Date: _____

DEPARTMENT USE ONLY

Type/Number of Media FTC Provided: _____ Client Provided: _____

Total Cost: _____ Date Completed: _____ Order Completed by: _____

FTC provided CDs and DVDs cost \$1.50 and \$3, respectively, and cases are \$0.35 each. Client provided CDs or DVDs cost \$1.00 each for equipment use and labor. There will be a \$40 an hour charge for any videotaping request after normal business hours.

Other documentation attached: