

**EVENT RECORDING REQUEST**

**AND PLANNING FORM**

**Directions**

Please complete the following form, to the best of your ability, to request the recording of a lecture, guest speaker, or special event. ***E-mail completed forms to*** ***multimedia@adler.edu***. The more information you are able to provide, the quicker we can process your requests. Requests are accommodated on a first come, first serve bases as resources allow. If we are unable to record your event, we will provide you with self-serve options when possible.

***Requests need to be submitted at least two weeks prior to the event or as soon as the event is scheduled.***

**Pre-Event Planning Meeting**

Most requests will require a pre-event planning meeting, at least one week prior to the event, in order to fully understand and accommodate the needs of the recording. The information in this document will help us determine if a planning meeting is required or not. If a planning meeting is required and not held, the recording will not be fulfilled (phone and virtual meetings can be arranged).

1. **Name of event:** Click here to enter the event name.
2. **Faculty/Staff Sponsor:** Click here to enter the name of the faculty/staff sponsor.
3. **Contact person:** Click here to enter the name of the contact person.
	1. **E-mail address:** Click here to enter the e-mail address of the contact person.
	2. **Phone number:** Click here to enter the phone number of the contact person.
4. **Event Details**
	1. **Date:** Click here to enter a date.
	2. **Start Time:** Click here to enter the start time.
	3. **End Time:** Click here to enter the end time.
	4. **Location:** Click here to enter the location of the event.
5. **Presenters,** *please provide the title and full name of each presenter, all presenters will be required to complete a consent or release form***:**

Click here to enter the names and titles of the presenters.

1. **Title for finished recording**: Click here to enter the title you would like used on the finished recording.
2. **Please explain how this project supports Adler University’s Faculty, Staff and Students:** Click here to explain how this project will benefit and support Adler University’s Faculty, Staff and Students.
3. **Artifacts,** *please note that you will be asked to provide a copy of these artifacts to the production team so they can be properly incorporated into the final product, in addition a non-exclusive submitter license form will also need to be completed***:**

 Click here to list all of the additional media that will be used (PowerPoint, Graphics, Video Clips, etc.).

1. **Description and Tags,** provide a description of the event that will accompany the uploaded video. Tags are descriptive words related to the event.

Click here to enter the description and Tags for final video.

1. **Desired delivery date,** *efforts will be made to accommodate desired delivery dates but actual delivery dates will depend on the size of the production and other tasks in the queue; if you have a special requirement, please include that information in the “Other information” section below***:** Click here to enter a date.
2. **Other information:** Click here to enter any additional information you think may be useful to the multimedia team.