

**PROJECT REQUEST**

**AND PLANNING FORM**

**Directions**

Please complete the following form, to the best of your ability, to request the assistance of the Multimedia Team. ***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.

***Requests need to be submitted at least two weeks prior to the start of the project date.***

**Pre-Production Planning Meeting**

Most requests will require a pre-production planning meeting, at least one week prior to the start of the project, in order to fully understand and accommodate the needs of the Multimedia Team. If a pre-production meeting is not held, the project request will not be fulfilled (phone and virtual meetings can be arranged).

1. **Official Title of the project:** 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. **If Recording Presenters / Guest,** *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. **Outline of the project:** Click here to enter an outline of the project. Provide as much detail as possible to deliver your ideas to the Multimedia Team.
2. **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. **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.
2. **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. This can be a reference to another project that relates to your request.