**Media Production Group**

**Pre-Event Video Recording Checklist**

Your event has been entered into our schedule but we need more information to complete the pre-event process. Please answer the following:

1. Do you have information about the event in digital form:

 A. on the web (list URL)

B. digital brochure? (attach copy to your return email)

2. What is the account number to be charged for this project?

3. Does the speaker know s/he will be video recorded?

4. Does s/he give her/his permission for the recording and duplication of her/his presentation to DVD copies?

 A. Yes (enclose signed release)

 B. Not yet, please send me a copy of the release

5. What is the anticipated run time of the event?

6. We will need 30-45 minutes to set up. Is the room available before the event?

7. Have you made arrangements for audio support, such as:

 wireless lav for the speaker and/or podium mic,

audience mics and the like?

If not, Contact Nancy Miller in Conferences and Special Events.

8. Wiill Powerpoint be used?

9. We will put a title screen on the DVD. Please fill in the relevant information that you would like included:

(Hosting Organization) presents

(Speaker) (Title of Talk)

(Month/Day/Year) Dartmouth College

produced by the Media Production Group

    (c) 2009 Trustees of Dartmouth College

10. How many DVD copies would you like?

A. First copy $15 \_\_\_\_\_\_

B. Additional copies $8 each \_\_\_\_\_\_

C. Copy for the Jones Media Center (for community viewing) $3. \_\_\_\_\_\_

(Do we have your permission to make such copies of the event?)

 Total copies \_\_\_\_\_\_

11. Do you want to keep the master tape or shall it go to the Jones Media Center to be archived?

12. Would you like this to go to the Dartmouth YouTube channel (~$15)?

A. Yes, please create and upload to YouTube.

B. No.

Please return this form to **Media.Services@Dartmouth.edu**

*Form version 11-09*