



Date _____

Name _____

Phone _____

Email _____

Department _____

Course number _____ (e.g., 10-09-0806-433-001)

Original Format

VHS Tape **DVD** **Mini DV tape** **Other**

Export Format

DVD **iTunes U** (*course material*) **FLV** (*for Adelphi website*)

Title of clip _____

Length of clip from cued point (VHS Tape) _____

Start Time (DVD) _____ **End Time (DVD)** _____

Notes (*Special requests or specific notes about project*)

Official Use only

Date Completed _____