



NAME

DATE

PHONE

EMAIL

SCHOOL/DEPARTMENT

PROJECT INFORMATION

Give a brief description of the project that answers the question “what is this film about?”

Who is the intended audience?

What is the exhibition format for the final piece? (DVD, online, live presentation, other)

What is your timeline?

Have you spoken with other participants, interviewees, and location personnel? (Have you spoken with your dept. chair, dean, or any other dept. that needs to know about this project?)

Do you have any existing media that you’d like to include? Do you have the rights to this media? (Music, images, clips, etc.)

How long do you envision the final piece being?

When are you available to discuss this project?

Thank you for your interest in the Media Center’s production services. **Please be sure to consult with your appropriate supervisor, school dean, dept chair, etc. about this project.** We will be in touch to schedule a consultation.