

Production Request Form

www.simmons.edu/media

Requested by: _____

Date Received: _____

Department: _____ Phone #: _____

Completed by: _____

Email: _____

Date Completed: _____



Faculty member requesting production services for academic purposes.
Consultation Requested? Yes No

Staff member requesting instruction or assistance for academic purposes.
Have you attended the related workshop? Yes No

Student requesting instruction or assistance for academic purposes.
Have you attended the related workshop? Yes No

It is the policy of Simmons College that all members abide by the copyright laws. The copyright policy can be found at: <http://my.simmons.edu/services/technology/policies/copyright.shtml>.

Photography

- Copystand
- 35mm Slides from PowerPoint
- Other

Graphics

- Color Prints
- Color Transparencies
- Drymounting
- Laminating
- Poster Print from PowerPoint

Audio

- Audio Recording
- Audio Duplication
- Audio Editing

Computer Imaging

- Flat Art Work Scans
- Slide/Film Scans
- CD Burning
- Download Camera Images

Videotaping

- Analog
- Digital

Video Editing

- Analog
- Digital

Video Compression

- Web
- CD

Video Duplication

Original Format

- Digital 8
- Hi 8
- Mini DV
- VHS-C
- PAL
- VHS

Dub to:

- Digital 8
- Hi 8
- Mini DV
- VHS-C
- PAL
- VHS

TERMS AND CONDITIONS:

For Faculty:

The Production Specialist is available to help faculty with the creation of production materials to be used for academic purposes.

For Staff and Students:

Staff and Students should first sign up for training on the media equipment through the PTRC's Technology Training Catalog under Media Services workshops. If after attending a training class you still need assistance, the Production Specialist is available for further instruction on requests related to academic pursuits. Please call x2761.

The Media Lab is available to all faculty, staff and students. It is a self-service facility. To learn how to use the equipment sign up for training classes through the PTRC: <http://ptrc.simmons.edu>.

Production Time Frames:
(Faculty requests ONLY)

Please refer to the Production Time Frame Sheet for an actual breakdown of production categories. It is important to allow enough advanced notice of your production request (especially for video productions) as we are working on various productions at once.

- It takes a minimum of one week for any production request.
- Video production projects (videotaping and editing) may take 3+ weeks to complete.

Technology Staff Use Only:

Date	Production	Hours
	Finished	Total Hours

#	Materials Used	Quantity	Unit Price	Total
1				
2				
3				
4				
5				
Total Balance Due:				

Special Instructions:

Materials Received:

Finished production received by: _____ Date: _____