Media Project Request Form

**Policy:** All projects are subject to University policy on Copyright. Streaming requests are limited to media that is to be viewed outside of class only. If you wish to show media in class, please check out the physical copy and contact Media Services if you need assistance with classroom video setup.

Date Submitted: ___/___/_______ Requested Due Date:* ___/___/_______

*Media projects are typically completed in five working days, though more complicated projects may take more time. Please check the “Rush Request” if you have a project you need completed in less than five days.

  Rush Request □

**Contact Information:**

Name:_____________________________________ Faculty  Student  Staff  
Phone: ______________________________ Email: ______________________________

**Media Project Information:**

Streaming to Moodle □  Duplication/Transfer to DVD □  Editing □  File Digitization □

Project Name:___________________________________________________________

Course Name: ________________________ Course Number: ______________________

Instructions:___________________________________________________________________________ 
____________________________________________________________________________________ 
___________________________________________________________________________________ 
____________________________________________________________________________________ 

Finished product in what format(s):

DVD/CD □  mp4 (video) file □  mp3 (audio) file □  Streamed (Moodle) □  Web □

Received by: _________________________

Media Staff member(s) on project: __________________________

Assigned Computer:  NEW MP 1 □  NEW MP 2 □  OLD MP 1 □  OLD MP 2 □

Notes:

Z:\Media Instructions\Project Request Form\Media Project Request Form Final.docx