



Communications Department Video Services Request Form

Video requests are subject to videographer availability at the requested time. Please place requests at least two weeks in advance of the shoot whenever possible, and allow 10 business days for turnaround unless otherwise indicated.

Submit completed form to communications@twinriversusd.org

Project (Working) Title _____

Project Leader _____ Other Project Leader (optional) _____

Project Leader Phone _____ Project Leader Email _____

Date of Request _____ Project Date/Time _____ Project Deadline _____

Requested by _____ Location(s) _____

Which category best suits your project?

Promotional Event-related Informational Marketing-related

Multimedia Needs (Select all that apply)

Live event recording Video editing Voice over Unsure (consultation needed)

What is the goal of the video? _____

Who is your primary audience (parents, students, teachers, etc.)? _____

What focus area does the video fall under? Unparalleled Student Achievement

Engagement & Outreach Organizational Efficiency & Effectiveness

Description of project (please include content, length and purpose of video)

Special Instructions/Comments/Recommendations
