

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Course #/Dept. \_\_\_\_\_ Length of Video \_\_\_\_\_

By signing this form below, you agree to the following terms:

Submitted video must be in final edited form with **10** seconds of blank space before and after each segment. Final edited form must be submitted on Digital Video (DV) tape.

User must supply blank media (CD-R, CD-RW, DVD+R, or DVD+RW only). Blank media may be purchased from Media Distribution Services (MDS).

Digital editing may be done in bldg. 2, room 9 editing facilities. An MDS Authorization Form must be completed and on file in order to use the editors.

Work can be delayed due to workload or if the length of entire submission is more than 30 minutes—**work performed beyond the first 30 minutes of video footage is subject to a \$ 10.00 per hour fee.**

Observation of copyright laws is responsibility of user.

All submissions will be discarded after 30 days if not picked up from MDS.

Incomplete forms or submissions without required materials will not be processed.

Have questions? Call 756-7198.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Select your output preference:

 **For Email** - Smaller file size, good for email, lower quality, under 5 minutes

 Select File Format:   Quicktime   Window Media

 **For Presentation** - Larger file size, good for PowerPoint and general viewing, better quality,

 Select File Format:   Quicktime   Window Media   mpeg1

 **For Web Streaming (Faculty & Staff Only)** – For use with the ITS MediaServer. Existing user account must be on record. All posted video files must conform to the policy outlined in the ITS MediaServer Account Request form. Resulting file will be formatted with Quicktime and encoded for streaming with a standard resolution of 320x240.

Provide file name (up to 9 alphanumeric characters): \_\_\_\_\_

 **Custom Encoding (Choose your own adventure)**

Specify your format, resolution and file size requirements. Include any special instructions

 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

MDS Staff Initials \_\_\_\_\_ Date \_\_\_\_\_