



Name: \_\_\_\_\_

ID# \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Course# /Dept./Org.: \_\_\_\_\_ Length of Submission (minutes): \_\_\_\_\_

**By signing this form, user agrees 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: \_\_\_\_\_

**Please mark your selection:**

**E-mail (small)**

**Lower quality. Very small file size, good for emailing. Under 5 mins recommended.**

Format:  RealMedia  Quicktime  WindowsMedia

**Web Stream**

**Specifically for web streaming from mediaserver.calpoly.edu (be sure to fill out WebStream Form!)**

Format:	<input type="radio"/> RealMedia <input type="radio"/> Quicktime	<input type="radio"/> RealMedia <input type="radio"/> Quicktime
	Off Campus (160x120 48kbps)	On Campus (320x240 512kbps)

**Presentation**

**Good quality. For general viewing or import into presentation such as PowerPoint.**

Format:  RealMedia  Quicktime  WindowsMedia  mpeg1

640x480 (Real, Quicktime, and WindowsMedia only)

**Expert**

**Choose your own adventure...**

Format	<input type="checkbox"/> RealMedia <input type="checkbox"/> Quicktime <input type="checkbox"/> WindowsMedia <input type="checkbox"/> mpeg1 (352x240) <input type="checkbox"/> mpeg2 (dvd) (720x480) <input type="checkbox"/> AVI	Codec: _____
Resolution	<input type="checkbox"/> 160x120 <input type="checkbox"/> 320x240 <input type="checkbox"/> 640x480 <input type="checkbox"/> Other: _____	
Size/Rate	Desired File Size _____ —OR— Desired Bitrate _____	

Special Instructions: \_\_\_\_\_

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

- Input an order in the reservation system using Equip Code 005S, Action T –Studio Service