|  |
| --- |
| Client Information |
| Name:  |  |
| Title: |   |
| [ ]  WOU Faculty/Staff [ ]  WOU Student [ ]  Off-Campus [ ]  Other |
| Phone: |  | Cell: |
| E-mail: |  |
|

|  |
| --- |
| Project Information |
| Project Name: |   | Due Date: |  |
| Service: | [ ]  Production | [ ]  Editing |  [ ]  Duplication  | [ ]  Other  |
| Check Off List: | [ ]  Power Point (.PNG – 16x9)  | [ ]  Graphics Design Needed | [ ]  DVD’S |

Project Description: |
|  |
| or Multi-Camera/Live Event |
| Location: |  | # of Cameras: |   |
| Needed for: | [ ]  WOU Live Stream  | [ ]  Supply New URL | [ ]  DVD’s |
| Description: |
|  |
| Pick Up |
| JV Entered By: |  | Date: |  |
| Total Cost: | $ | Index Code/Check#: |  |
|  |  |
| Client Signature | Date |

## Production Request Form Western Oregon University