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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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