

Video Production Request Form		Date: <input type="text"/>
Client Contact Information		
Name: <input type="text"/>	Department: <input type="text"/>	
Phone: <input type="text"/>	Email: <input type="text"/>	
Name of Video Production: (please describe in detail)		
<input type="text"/>		
How long will the finished video be?		Program Length:
<input type="checkbox"/>	Promotion or Announcement: (a short commercial type video promoting your department, program or event)	:30 to :60 sec.
<input type="checkbox"/>	Segment, Clip, Vignette (a presentation to showcase a program or event in more detail)	1 to 5 minutes
<input type="checkbox"/>	Completed Long Format Program (Training or informational video with fully developed script, production and post-production work)	5 to 15 minutes
<input type="checkbox"/>	Videotape Meeting (Basic filming of meeting with none or minimal editing)	30 to 120 minutes
What is the DEADLINE for completion? <input type="text"/>		
What is the purpose of this program? <input type="text"/>		
Who is the audience for this program? <input type="text"/>		
What format is the final product?		
<input type="checkbox"/> DVD	<input type="checkbox"/> MP4	<input type="checkbox"/> YouTube
<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Other: <input type="text"/>	
How/where will the video be shown? <input type="text"/>		
Other considerations:		
<input type="text"/>		

Please return the completed form to:
 Benita Briones at ben.briones@sfdph.org
 415-206-4579