THE PURPOSE OF THIS FORM:

This form will allow you to request new video for the website, a campaign, or other project. Your answers will allow us to have an initial understanding of your desires for the project.

THE PROCESS:

1. Submit the form.
2. Communications receives the form and sets up a discovery call between the Director of Visual Media, VP of Communications, Relationship Manager, and you to discuss the video or campaign.
3. If selected for production, Director of Visual Media reviews his schedule and availability for your project.
4. If schedules allow, we will set up the project and work with you on a timeline.

COMMON QUESTIONS:

Q: What will this cost our campus?
A: The labor for the video is free to you! All you will have to cover is travel expenses.

Q: How long will a video take to complete?
A: This depends on the video you want and will vary from case to case, depending on the Director of Visual Media’s schedule with other projects and travel requirements for your project. You should plan at least a couple months in advance of your desired delivery date. The more notice we have, the better.

Q: How much information do you need to start a project?
A: Include as much information as you have. Include a short description of the video you want, how many locations it will require, how many people will be involved, and any other details you can provide. The more details you provide in the form, the easier it will be for us to assess our ability to take on the project.