

On-Campus Videography Request Form

Please fill out this form completely and return it to the Video + Film Arts Department at least two weeks prior to the event. Last minute requests do not guarantee videographer placement and will incur a \$50 rush fee if a videographer is secured.

Your Name:		Department:	
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Event Name:		Start Time:	
Date:		End Time:	
Location:		Contact Person:	
		Contact's Phone :	() -
		Contact's Email:	

Specifications:

Check the box that applies:

What format would you like your event recorded in?

SD		HD	
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After the Videographer films the event how would you like the footage submitted to you?

	Only raw footage of the event. (Submitted in MiniDV or HDV tape form.)
	Unedited footage saved as a digital file. (You must provide external harddrive for the digital file.)
	Unedited footage burned to a DVD.
	Edited footage saved as a digital file. (You must provide external harddrive for the digital file.)
	Edited footage burned to a DVD with interactive menu.
* If you opted for DVDs how many copies do you need?	copies
* If you opted for editing please specify what you need done:	

Projected Payment :	\$
<i>(based on *Standard Rate)</i>	

Name of Project/Job:

* Please refer to **On-Campus Event Videography Contract** for terms of service and student rate.

On-Campus Event Videography Contract

Terms of Service:

- *Student Videographers working on-campus are paid a standard rate of \$25/hr with a guarantee of \$100 per event. Set up, filming, break down, media (MiniDV or HDV) and submission of raw footage in original tape form is the "basic package" for an event. The "basic package" does not include **editing or ***DVD authoring.*

** The time it takes to convert footage to a digital file is equal to the length of the footage. To convert footage into a digital file is not part of the basic package, and you will be charged an additional \$25 an hour for the converting of footage.*

*** Editing footage can take 2-4 hours per one hour of footage. The editing rate is \$25 an hour.*

**** Basic DVD with no menu will take roughly 30 minutes per hour of footage. DVDs with interactive menus can take anywhere from 3-6 hours for production. DVD authoring is also at a \$25 an hour rate.*

- Student Videographers will obtain all media (miniDV tapes, DVD's, etc...) prior to the event.
- Student Videographers are responsible for reserving all appropriate equipment from the Video + Film Arts Equipment Reservation Room ("The Cage") on the 4th floor of the Brown Center prior to the event.
- Student Videographers will be set up and ready to record at the event start time.
- Student videographers will record according to specifications outlined by the hiring department in the On-Campus Videography Request Form, and will troubleshoot problems that arise.
- Student Videographers should email video@mica.edu with any logistics or special concerns regarding the event ASAP after recording.
- Student Videographers will make copies of media in a reasonable timeframe and will deliver all media (DVD's, tapes, etc...) to the Video + Film Arts Department Office upon completion of assignment.
- Hiring Department will pay 50% of projected payment to Student Videographer if the request is canceled prior to event and after the contract has been signed by both parties.

Name of Project/Job:

By signing below you agree t the terms as stated above:

Student Videographer

Date

Hiring Department

Date

Video Department Approval

Date

